CITY OF VINCENT

AGENDA

Council Briefing

14 April 2026

Time: 6:00 PM

Location: E-Meeting and at the Administration and Civic Centre,
244 Vincent Street, Leederville

David MacLennan
Chief Executive Officer

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Public Questions will be strictly limited to three (3) minutes per person.

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1. Members of the public present at Council Briefings will have an opportunity to ask questions or make statements during public question time. Questions and statements at Council Briefings must relate to a report contained in the agenda.
2. Members of the public present at Council Meetings, Special Council Meeting or Committee Meeting have an opportunity to ask questions or make statements during public question time in accordance with section 2.19(4) of the City's Meeting Procedures Local Law.
3. Questions asked at an Ordinary Council Meeting must relate to a matter that affects the City of Vincent.
4. Questions asked at a Special Council Meeting or Committee Meeting must relate to the purpose for which the meeting has been called.
5. Written statements will be circulated to Elected Members and will not be read out unless specifically requested by the Presiding Member prior to the commencement of the meeting.
6. Questions and/or statements may be submitted in writing and emailed to governance@vincent.wa.gov.au by 3pm on the day of the Council proceeding. Please include your full name and suburb in your email.
7. Shortly after the commencement of the meeting, the Presiding Member will ask members of the public to come forward to address the Council and to give their name and the suburb in which they reside or, where a member of the public is representing the interests of a business, the suburb in which that business is located and Agenda Item number (if known).
8. Questions/statements are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on an Elected Member or City Employee.
9. Where practicable, responses to questions will be provided at the meeting. Where the information is not available or the question cannot be answered, it will be *"taken on notice"* and a written response will be sent by the Chief Executive Officer to the person asking the question. A copy of the reply will be included in the Agenda of the next Ordinary meeting of the Council.
10. It is not intended that public speaking time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

For further information, please view the Council Proceedings Guidelines.

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- All livestreams can be accessed at https://www.vincent.wa.gov.au/council-meetings/livestream
- All live stream recordings can be accessed on demand at https://www.vincent.wa.gov.au/council-meetings
- Images of the public gallery are not included in the webcast, however the voices of people in attendance may be captured and streamed.
- If you have any issues or concerns with the live streaming of meetings, please contact the City's Governance Team on 08 9273 6500.

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CITY OF VINCENT GOVERNANCE FRAMEWORK 2020 OVERVIEW

ACCOUNTABLE TO

Community and Stakeholders
Ratepayers
Residents
Community groups/ sporting clubs
Businesses
Town Teams
Visitors
State and Federal Government
Neighbouring local governments
Government Departments

INFORMS

CITY OF VINCENT COUNCIL

COMPRISES

MAYOR AND COUNCILLORS

CHIEF EXECUTIVE OFFICER

PRESCRIBES ROLE AND POWERS

ADMINISTRATION

Culture and Vision
(Principle 1)
Culture informs the management structure and ethical standards, the vision reflects the City's strategic priorities

PRESCRIBES IPFR – CBP, SCP, BUDGET

Legislative Framework
The *Local Government Act 1995* (WA) sets out the key roles and responsibilities of a local government (Council and CEO). Local governments must operate in accordance with the LGA and associated Regulations. The LGA is the source of local government power and allows local governments to make local laws and policies and provides guidance on good governance

Roles and Responsibilities
(Principle 2)
Role and relationships between the Council, Mayor, Councillors, CEO and Administration

Strategic Community Plan
Corporate Business Plan
Long Term Financial Plan
Annual Budgets

INFORMS/GUIDES

Accountability
(Principle 5)
Functions and systems that control risks and facilitate consistent, transparent and accountable decision making

Decision Making and Management
(Principle 3)
Processes that ensure open and accountable decisions by Council and the CEO

Commitment to Sustainability
(Principle 4)
Sound financial, resource and environmental management

AUDIT COMMITTEE

COMMUNITY PRIORITIES AND OUTCOMES WE WILL STRIVE TO ACHIEVE

ENHANCED ENVIRONMENT

- Our parks and reserves are maintained, enhanced and are accessible for all members of the community.
- Our urban forest/canopy is maintained and increased.
- We have improved resource efficiency and waste management.
- We have minimised our impact on the environment.
- Power lines are undergrounded.

CONNECTED & HEALTHY COMMUNITY

- Connected & healthy community
- We have enhanced opportunities for our community to build relationships and connections with each other and the City
- Our many cultures are celebrated
- We recognise, engage and partner with the Whadjuk Noongar people and culture
- Our community facilities and spaces are well known and well used
- We are an inclusive, accessible and equitable City for all

SENSITIVE DESIGN

- Our built form is attractive and diverse, in line with our growing and changing community.
- Our built form character and heritage is protected and enhanced.
- Our planning framework supports quality design, sustainable urban built form and is responsive to our community and local context.
- More people living in, working in, or enjoying our town centres.

ACCESSIBLE CITY

- Our pedestrian and cyclist networks are well designed, connected, accessible and encourage increased use.
- We have better integrated all modes of transport and increased services through the City.
- We have embraced emerging transport technologies.

THRIVING PLACES

- We are recognised as a City that supports local and small business.
- Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority.
- We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.
- Efficiently managed and maintained City assets in the public realm.
- Art, history and our community's living cultures are evident in the public realm.

INNOVATIVE AND ACCOUNTABLE

- We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible.
- We engage with our community so they are involved in what we are doing and how we are meeting our goals.
- Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.
- We embrace good ideas or innovative approaches to our work to get better outcomes for the City and our community.

THESE PRIORITIES AND OUTCOMES WILL BE MET THROUGH THE DELIVERY OF COUNCIL ADOPTED STRATEGIES, PLANS, PROGRAMS, AND POLICIES.

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

"The City of Vincent would like to acknowledge the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past and present."

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Cr Sophie Greer on approved leave of absence from 11 February 2026 to 19 May 2026.

3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

4 DECLARATIONS OF INTEREST

David MacLennan, CEO, declared an impartiality interest in Item 7.2 Authorisation of Expenditure for the Period 1 February 2026 to 28 February 2026. The extent of his interest is that he is friends with the provider of an item purchased during this period. He has had no involvement in the procurement process.

5 STRATEGY & DEVELOPMENT

5.1 NO. 389 (LOT: 3; D/P: 1283) BULWER STREET, WEST PERTH - PROPOSED THREE GROUPED DWELLINGS (AMENDMENT TO APPROVAL)

Ward: South

Attachments:
1. Location Plan
2. Development Plan
3. Clause 67 Assessment
4. Approved Development Plans

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for Three Grouped Dwellings (Amendment to Approval) at No. 389 (Lot: 3; D/P: 1283) Bulwer Street, West Perth subject to the following conditions:

1. All conditions, requirements and advice notes detailed on the development approval 5.2025.167.1 granted on 7 October 2025 continue to apply to this approval except as follows:

1.1 Condition 7.5 is added as follows:

The surface finish of Lot B's wall facing south shall be of good and clean condition, prior to the occupation or use of the development, and thereafter maintained, to the satisfaction of the City. The finish of wall is to be fully rendered or face brick; or material as otherwise approved and to be treated with anti-graffiti coating; to the satisfaction of the City;

1.2 Condition 7.6 is added as follows:

1.2.1 Prior to the issue of a Building Permit for Lot A and Lot B, details of the proposed artwork shall be submitted to and approved by the City, on advice from the Design Review Panel; and

1.2.2 Prior to occupation or use of the development on Lot A or Lot B, the approved artwork shall be installed and maintained until the commencement of works for Lot C;

1.3 Condition 9.1 is modified as follows:

Dwellings on Lot A and B shall be constructed concurrently; and

1.4 Condition 10 is added as follows:

Prior to the occupation or use of the development on Lot A or Lot B, the creeping landscaping identified on the approved plan dated 16 March 2026 shall be implemented and irrigated until the commencement of development for Lot C, and thereafter maintained and replaced if failed to the satisfaction of the City, at the expense of the owners/occupiers.

EXECUTIVE SUMMARY:

The purpose of this report is to consider an application to amend a condition of a previous development approval for three Grouped Dwellings at No. 389 Bulwer Street, West Perth (subject site).

This application relates to an amendment to a condition of approval rather than a new development application. This means the assessment focuses on whether the amended condition is appropriate, rather than reconsidering the entirety of the approved built form.
Approval for the original application was granted at the 7 October 2025 Council Meeting – refer to **Attachment 4**. The applicant now seeks to amend Condition 9.1, which required all three dwellings to be constructed concurrently. The amendment would allow the front two dwellings to be developed first (Lots A & B), with the rear lot (Lot C) remaining vacant for the construction of the remaining approved dwelling.

No changes to the built form or design of the approved dwellings are proposed. The amendment relates only to the timing of construction, allowing the front two dwellings to be developed first, with the third dwelling to be constructed at a later stage.

The approval for the third dwelling remains in place and is not affected by this amendment. The key consideration is whether any impacts from the proposed staging is acceptable.

Administration recommends approval of the amended condition. Developing the front two dwellings first would ensure the development still appropriately addresses Bulwer Street and Gallop Street. While this staging may result in a three-storey boundary wall being visible for the interim until the third dwelling is constructed, the wall would be orientated south towards one adjacent property.

Due to its substantial setback from the southern boundary, and with a condition requiring the installation of art work to the wall and landscaping to be planted and maintained, its visual impact on the adjoining property would be minimised. This would provide an acceptable outcome having regard to the practical staging of the development and with the safeguards in place to manage the interim condition of the site.

PROPOSAL:

The application proposes an amendment to Condition 9.1 of the approved development of three Grouped Dwellings at the subject site.

Proposed Modifications to Conditions of Approval

The application proposes to amend Condition 9.1 of the existing approval.

Condition 9.1 of the existing approval reads as follows:

9.1 The three grouped dwellings shown on the approved plans shall be constructed concurrently.

The application proposes to modify the condition to read as follows:

9.1 Dwellings on Lot A and B shall be constructed concurrently.

The subject condition related to all three Grouped Dwellings being developed concurrently. The application is proposing for the condition to be amended to allow for Lot A and B (front two dwellings) to be developed concurrently, while Lot C (the rear dwelling) to be developed at a future stage – refer to **Figure 1**. The amended condition does not preclude the applicant to develop all three lots concurrently.

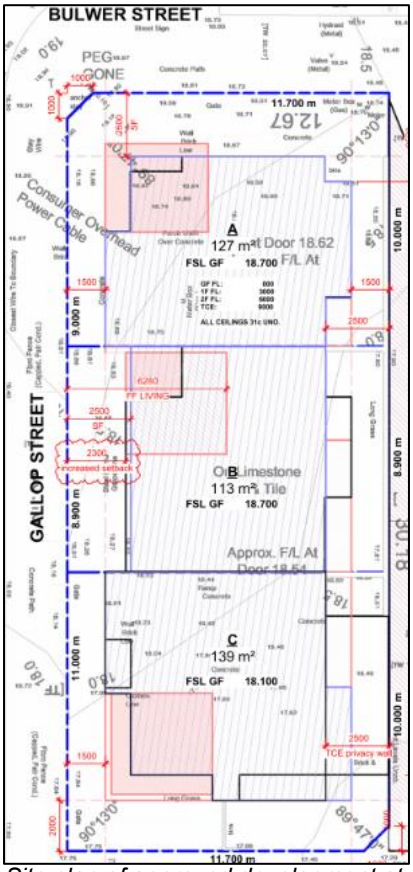

Figure 1: *Site plan of approved development at subject site*

Applicant's Justification

The applicant has prepared written justification to support the proposed amendment to the condition. The written justification is summarised follows:

1. *Family development and financial practicality*

   The development is family-led rather than being a commercial venture. The intention is to construct the first two dwellings immediately, while their son plans to develop the third dwelling separately under his own finance. Constructing all three dwellings concurrently would create an unreasonable financial burden and may render the project unviable. Staging the works would also allow the owners to progress two dwellings to a sufficient stage to secure finance for the third if required.

2. *Planned survey-strata subdivision*

   The site will remain a single green title lot during construction, and a survey-strata subdivision will occur after completion. Servicing and access requirements can be addressed through the subdivision process, which will provide the appropriate easements and service alignments.

3. *No adverse planning impact*

   Each dwelling will remain consistent with the approval, as there are no amendments to the built form proposed. The timing of their construction will not detract from the amenity, streetscape, or design outcome once complete.

4. *Construction logistics and site management*

   The undeveloped rear portion of the site would be used for material storage and crane setup during construction, reducing the need for equipment and materials to be placed within the road reserve and minimising construction impacts on Gallop Street.

The construction of the third dwelling is intended to commence once the first two dwellings have reached substantial commencement. These initial dwellings could then be used as security for bank finance. It is anticipated that this would occur approximately six to nine months after the substantial commencement of the first two dwellings.

Delegation to Determine Applications:

The application is being referred to Council for determination in accordance with the City's Register of Delegations, Authorisations and Appointments.

The application is required to be determined by Council as the amendment changes the impact of an imposed condition for a development approval that was determined by Council.

BACKGROUND:

Landowner:	Karl Pownall and Lisa Tibbits
Applicant:	Karl Pownall and Lisa Tibbits
Client:	Karl Pownall and Lisa Tibbits
Date of Application:	3 December 2025
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R80
Built Form Area:	Residential
Existing Land Use:	Single House
Proposed Use Class:	Grouped Dwellings
Lot Area:	382m^2
Right of Way (ROW):	Yes
Heritage List:	No

Site Context and Zoning

The subject site is a corner lot, bound by Bulwer Street to the north, a single storey single house to the east, a Right of Way to the south, and Gallop Street to the west. A location plan is provided as **Attachment 1**.

The subject site and all adjoining properties are zoned Residential R80 under the City's LPS2 and are located within the Residential Built Form Area under the Policy No. 7.1.1 – Built Form (Built Form Policy), with a building height standard of three storeys.

The subject site is 382 square metres and is capable of subdivision to create three lots; however, has not yet been subdivided.

Previous Approval

On 7 October 2025, Council approved an application for the development of three Grouped Dwellings on the subject site, subject to conditions.

Each dwelling's ground floor included a garage, laundry, and office, with the first floor containing the primary kitchen, living, and dining areas. The second floors accommodated bedrooms and bathrooms. The rear lot, Unit C, incorporated an additional fourth storey comprising a rooftop terrace and storage area.

Each of the Grouped Dwellings has a shared boundary wall, contained internally, which has a height of three storeys.

Justification for Original Condition

The imposed condition subject to this application is related to Condition 9.1, which is as follows:

9.1 The three grouped dwellings shown on the approved plans shall be constructed concurrently.

The purpose of this condition is to ensure that the internal three storey boundary wall would not be constructed in isolation, without the adjoining boundary wall being developed at the same time. Concurrent construction would mitigate adverse visual impacts on the streetscape and adjoining properties by preventing an isolated three storey wall without articulation or openings from being exposed internally within the site for a prolonged period.

DETAILS:

Summary Assessment

The application seeks to amend a condition of approval to allow staged construction of the approved development. No changes to the approved built form are proposed.

As a result, the development is not subject to a further detailed assessment against the provisions of the Residential Design Codes (R Codes) and the Built Form Policy. This is because these matters were addressed as part of the original approval. The departures to prescribed standards approved as part of the original application remain approved and are not reconsidered as part of this amendment application.

There are no new departures to deemed-to-comply standards of the R Codes or Built Form Policy. This includes a Lot B boundary wall facing Lot C that would continue to meet the deemed-to-comply provisions, as it did for the previous approval. This is because it is still approved to be constructed abutting a boundary wall to Lot C. The existing approval remains valid, and Lot C's boundary wall continues to form part of the overall approved development.

The assessment in the Comments section focuses on the planning implications of the proposed amendment to the condition, including the acceptability of the change in staging to construction of the approved development.

CONSULTATION/ADVERTISING:

No consultation was undertaken for the subject application in accordance with Section 4 of the Community and Stakeholder Engagement Policy. This is because the proposed amendment does not change the approved built form or result in amenity impacts to adjoining properties or the streetscape.

Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred to the City's DRP Chair for comment. A summary of their comments is as follows:

- Whilst it would be preferred that all three lots are constructed concurrently, the development of the front two lots first, with the rear lot developed in the future, is the best option in relation to only constructing two lots.
- There is no negative impact on the primary streetscape (Bulwer Street) given the three level boundary walls will not be visible from Bulwer Street.
- Given the rear (south) interface of the property is a Right of Way and the three level boundary wall will be setback from the Right of Way, that interface is potentially supportable as a temporary condition until the third lot is constructed.
- The most significant negative impact of any real concern is to the secondary street public realm interface when the site is approached from the south from Gallop Street.
- The applicant is encouraged to provide a south elevation of the Lot B boundary wall and to incorporate articulation and varied materials so the wall presents as a high-quality elevation rather than a typical nil-setback boundary wall. This could temporarily mitigate visual impacts until the rear lot is developed.

In response to the DRP commentary, the applicant submitted an elevation plan demonstrating that Lot B's boundary wall would be rendered, painted and incorporate an artwork to provide visual interest. Landscaping in the form of creepers is also proposed to assist in reducing visual impacts.

The DRP Chair reviewed the plan and supported the outcome.

A condition of approval has been recommended requiring the wall to be finished to this standard, including the artwork and landscaping, and maintained to the satisfaction of the City.

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- City of Vincent Local Planning Scheme No. 2; ~~and~~
- Residential Design Codes Volume 1;
- Local Planning Policy 7.1.1 – Built Form; and
- Community and Stakeholder Engagement Policy.

Planning and Development Act 2005

In accordance with Schedule 2, Clause 76(2) of the Planning Regulations and Part 14 of the *Planning and Development Act 2005,* the applicant would have the right to apply to the State Administrative Tribunal for a review of Council's determination.

Planning and Development (Local Planning Schemes) Regulations 2015

In accordance with Clause 67(2) of the Deemed Provisions in the Planning Regulations and in determining a development application, Council is to have due regard to a range of matters to the extent that these are relevant to the development application.

An assessment of the proposal against the relevant Clause 67(2) considerations has been provided in **Attachment 3**.

RISK MANAGEMENT IMPLICATIONS:

There are minimal risks to Council and the City's business function when Council exercises its discretionary power to determine a planning application, provided the decision is based on a proper consideration of the planning framework and is supported by clear reasoning.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's Strategic Community Plan 2022-2032:

Innovative and Accountable

Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.

SUSTAINABILITY IMPLICATIONS:

Sustainable Vincent Framework

These provisions are in keeping with the Healthy and Thriving City priority objective of the Sustainable Vincent Framework to support and influence our wider City to maintain sustainability leadership and create thriving places.

Enhanced Environment Strategy

These provisions are in keeping with the Water Conservation & Management, Urban Greening & Biodiversity, and Resource Conservation & Waste sustainability outcomes of the Enhanced Environment Strategy.

Although there is a limited scope to include further sustainability measures, the proposal includes landscaping in the form of climbers.

PUBLIC HEALTH IMPLICATIONS:

There are no impacts on the priority health outcomes of the City's Public Health Plan 2020-2025 from this report.

FINANCIAL/BUDGET IMPLICATIONS:

There are no direct financial or budget implications arising from the determination of this application. However, as with any discretionary planning decision, there is a possibility that the determination may be subject to review by the State Administrative Tribunal (SAT), which can result in legal and consultant costs being incurred by the City.

The extent of these costs depends on the complexity of the matter. The cost of defending a SAT appeal that proceeds to a full hearing can be approximately $20,000 or more.

COMMENTS:

Summary Assessment

No changes to the approved built form are proposed as part of this application to amend a condition of approval that would allow for the staged construction of the approved development.

The key change is that the front two dwellings would be constructed first, with the third dwelling to be follow later.

The approval for the third dwelling remains in place and its built form is unchanged.

The key planning consideration relates to whether the exposure and visibility of the three storey internal boundary wall of Lot 2 facing Lot 3 is acceptable until such time as the Lot 3 approved dwelling is constructed.

The proposal is acceptable because:

- the streetscape presentation remains unchanged;
- impacts are limited to an internal interface;
- the boundary wall is setback from the lot boundary and separated by a Right of Way from the adjacent property to the south; and
- recommended conditions of approval for public art and landscaping would ensure appropriate treatment and maintenance of the wall.

Compatibility of the Development Within its Setting

As the application does not propose any changes to the approved built form, the assessment focuses on the impacts of the proposed staging rather than reconsidering compliance with the planning framework. This is because there are no new departures from the deemed-to-comply provisions.

The proposal has been considered against the relevant objectives of the R Codes and the Built Form Policy, and matters to be considered under Clause 67 of the Planning Regulations particularly its compatibility in its setting.

The proposal is acceptable for the following reasons:

- Compatibility with the Streetscape: The proposed amendment to the condition would allow the front two dwellings to be developed first, leaving the rear lot vacant to be developed at a future date.

  The condition was originally imposed to prevent a three-storey internal boundary wall from being exposed on the site for a prolonged period.

  The proposed staging would ensure that the wall does not adversely impact Gallop Street or Bulwer Street. This is because Lot A would address both streets, while Lot B would front and address Gallop Street, with its exposed boundary wall orientated south, away from both streetscapes.

  The street elevations of both Lots A and B incorporate balconies, openings, and a variety of materials, maintaining a high level of street activation and ensuring the development remains compatible within its setting.

- Compatibility with Nearby Properties: The exposed boundary wall is orientated to the south. The one adjacent property that this would face is No. 8 Gallop Street, being the southern adjacent property. This property is separated from the subject site by a 3 metre wide Right of Way.

  No. 8 Gallop Street is a single storey Single House and has a major opening orientated towards the subject site that is setback 1.0 metre from the lot boundary and dividing fence, which obstructs views to the wall.

  The rear Lot C has a width of 11 metres, meaning the boundary wall would be located 14 metres from the boundary of No. 8 Gallop Street. The wall's separation distance from the boundary of No. 8 Gallop Street would assist in mitigating visual and amenity impacts associated with the wall.

  To further assist with the presentation of the wall, the applicant has proposed for the wall to be rendered and painted, with artwork and landscaping to be incorporated. The applicant's intended artwork design has not yet been finalised and will be required to be submitted prior to the issue of a building permit for Lots A and B. The proposed artwork, including its size and colour, will be reviewed by the City with advice from the DRP, and will be approved if considered acceptable. A condition would also require the proposed creeper landscaping to be planted and maintained until the development of Lot C commences.

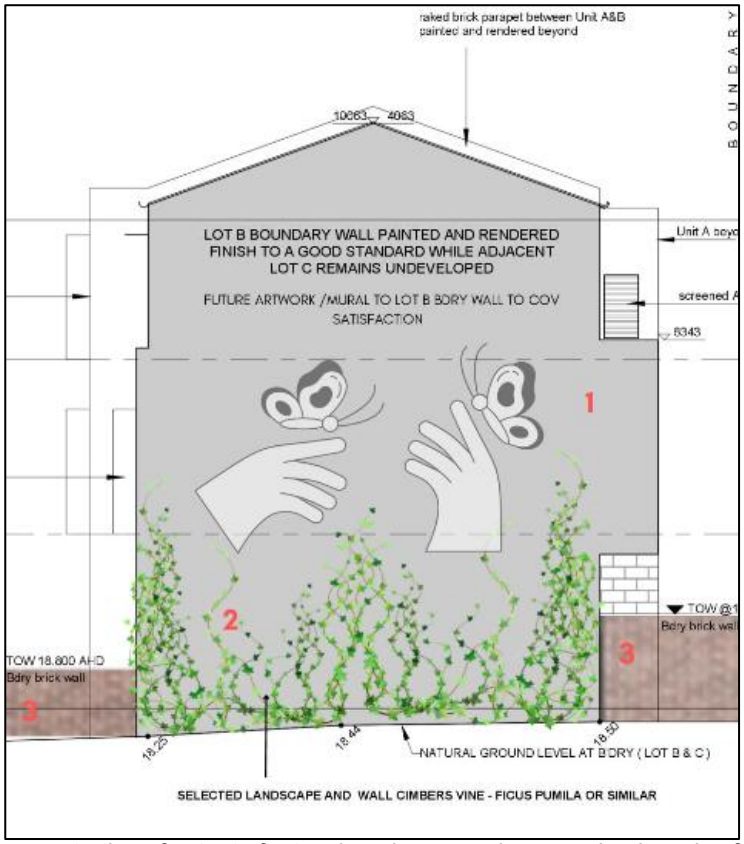

Figure 2: *Demonstration of extent of artwork and proposed creeper landscaping for Lot B's wall*

- Future Development of the Site: Although the proposed amendment allows for staged construction, it does not remove or alter the approval for the third dwelling on Lot C. The approved development for all three dwellings remains valid.

  Under the planning framework, development approvals require substantial commencement within a prescribed period of typically two years under the Planning Regulations. The approval for the site requires substantial commencement within two years.

  In practical terms, substantial commencement of this development could be achieved through construction of the first two dwellings (Lots A and B), even if the third dwelling (Lot C) is not constructed at the same time.

  This means that, even under the existing approval which requires concurrent construction, there is no mechanism within the planning system to guarantee that all three dwellings would be completed at the same time. This applies equally to both the original approval and the proposed amendment.

  While the condition requiring concurrent construction was intended to manage built form outcomes, it does not ultimately compel completion of all dwellings if circumstances such as financial constraints prevent delivery.

  The proposed amendment does not materially change this position. It provides a more realistic framework for staged delivery, while maintaining the approved development outcome.

  To manage the interim condition of the site, conditions have been imposed requiring the boundary wall to be appropriately finished, landscaped and maintained. These measures ensure that, even if there is a delay in the delivery of Lot C, the visual presentation of the boundary wall is acceptable.

SUBJECT SITE
Bulwer St
Gallop St
401 Lot 20
395 Lot 1
9A-9D Strata Lots 1-4
389 Lot 3
383 Lot 4
381 Lot 16
379 Lot 17
377 Lot 18
380 Lot 2
378 Lot 1
7 Lot 12
5 Lot 11
3 Lot 500
8 Lot 5
CITY OF VINCENT
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No. 389 Bulwer Street, Perth
N

#389 BULWER STREET, WEST PERTH
DA Revision F_ March 2026

CITY OF VINCENT
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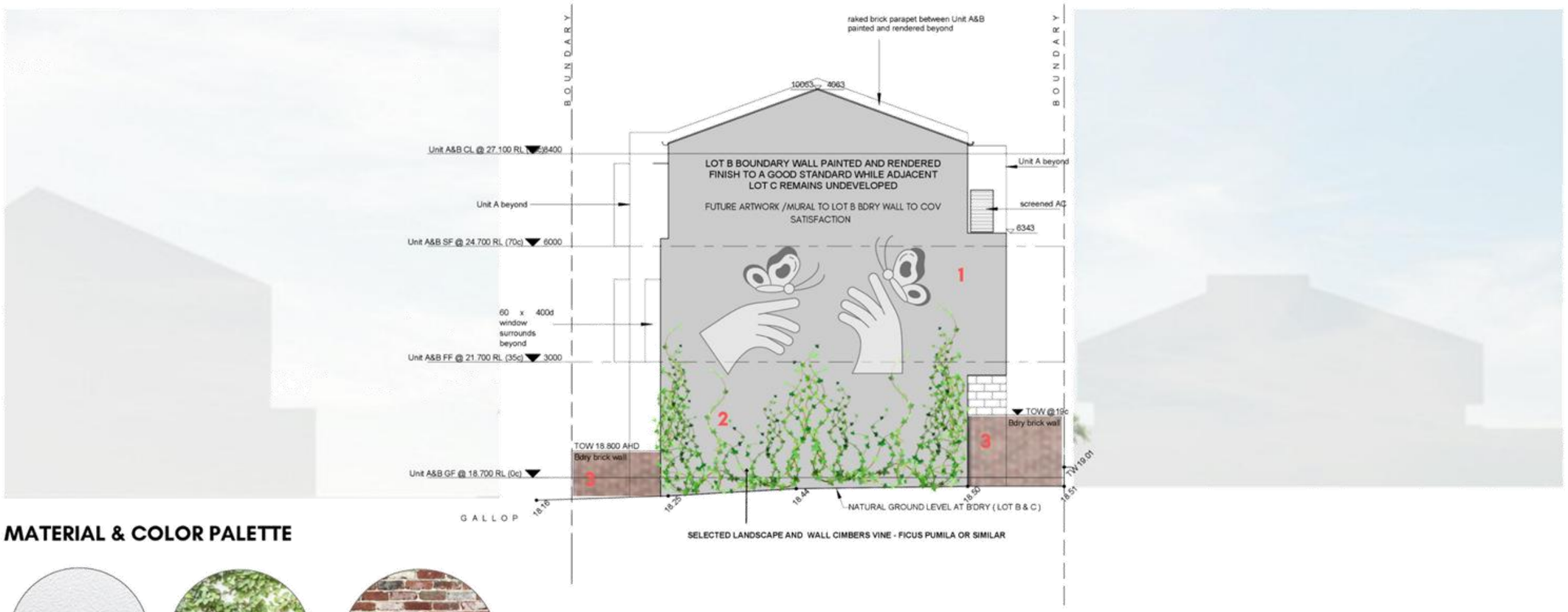
16 March 2026



MATERIAL & COLOR PALETTE

1. off white render to Lot B Bdry wall

2. wall climber/vine

3. recycled brick

UNIT B BOUNDARY WALL - SOUTH WEST ELEVATION

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#389 BULWER STREET, WEST PERTH

SOUTH WEST ELEVATION - UNIT B @ BDRY

DSGN STUDIO

REV F _RFI _March '26

Scale	1 : 100	SK9	
Date	10.03.2026		
Drawn by	DN	Total Sheets	11
Checked by	DN	Project number	24025

Clause 67 – Relevant Matters to be Considered by Local Government Assessment

Clause 67 – Matters to be Considered	
Matter	**Administration Comment**
a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area.	LPS2 contains broader aims applicable to the entire Scheme area, separate to objectives for each zone. LPS2 aims relevant to this proposal include: *(a) to cater for the diversity of demands, interests and lifestyles by facilitating and encouraging the provision of a wide range of choices in housing, business, employment, education, leisure, transport and access opportunities;* *(b) to protect and enhance the health, safety and general welfare of the City's inhabitants and the social, environmental and cultural environment;* In summary, the proposal is consistent with the aims of LPS2. The approved development outcome remains unchanged, with the application relating only to the staging of construction rather than any change to built form or land use. The amendment supports delivery of approved housing while ensuring interim impacts are appropriately managed.
g) Any local planning policy for the Scheme area.	Assessment against the Built Form Policy was undertaken under the original approval and is not reconsidered as part of this application. This is because no changes to the approved built form are proposed. The assessment focuses on the implications of the proposed staging.
m) The compatibility of the development with its setting including – (i) The compatibility of the development with the desired future character of its setting. (ii) The relationship of the development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.	The proposed staging does not alter the approved built form and does not introduce additional impacts to streetscape presentation or adjoining property amenity beyond those previously assessed. Under the planning framework, substantial commencement of the development may be achieved through construction of part of the approved development (such as Lots A and B), and does not require all dwellings to be constructed concurrently. As a result, the original condition does not guarantee that all dwellings would be delivered at the same time. The overall development outcome has been assessed as acceptable under the original approval, and the proposed amendment does not introduce additional bulk, scale or built form impacts beyond that approval. The three storey boundary wall of Lot B facing Lot C would be appropriately finished and treated, including artwork and landscaping, to ensure an acceptable interim outcome for nearby properties.
n) The amenity of the locality including the following – (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development.	
w) the history of the site where the development is to be located	The site has a recent approval for three grouped dwellings granted by Council. The application is not proposing to amend the approved built form and would not change the development outcome for the three grouped dwellings.
y) any submissions received on the application	Advertising was not undertaken because the amendment does not change the approved built form or result in additional impacts requiring consultation, as detailed in the officer report.

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389 BULWER STREET, West Perth

PROPOSED TRIPLEX TOWNHOUSES

ARCHITECTURAL DRAWINGS

SK1.1 - SITE/ PLOT COVER & SHADOWING 1:200_Rev D
SK1 - SITE PLAN 1:100_Rev D
SK2.1 - GROUND FLOOR PLAN 1:100_Rev D
SK2.2 - FIRST FLOOR PLAN 1:100_Rev D
SK2.3 - SECOND FLOOR PLAN 1:100_Rev D
SK2.4 - ROOF & UNIT C ROOF TERRACE PLAN 1:100_Rev D
SK3.1 - GALLOP STREET ELEVATION 1:100_Rev E
SK3.2 - BULWER & REAR (ROW) ELEVATION 1:100_Rev E
SK3.3 - SIDE ELEVATION 1:100_Rev E
SK4 - 3D ISOMETRICS (not in scale)
SK5 - SK8 MATERIAL AND COLLOR PALETTE (not in scale)

AMENDED DEVELOPMENT APPROVAL APPLICATION Sep 2025

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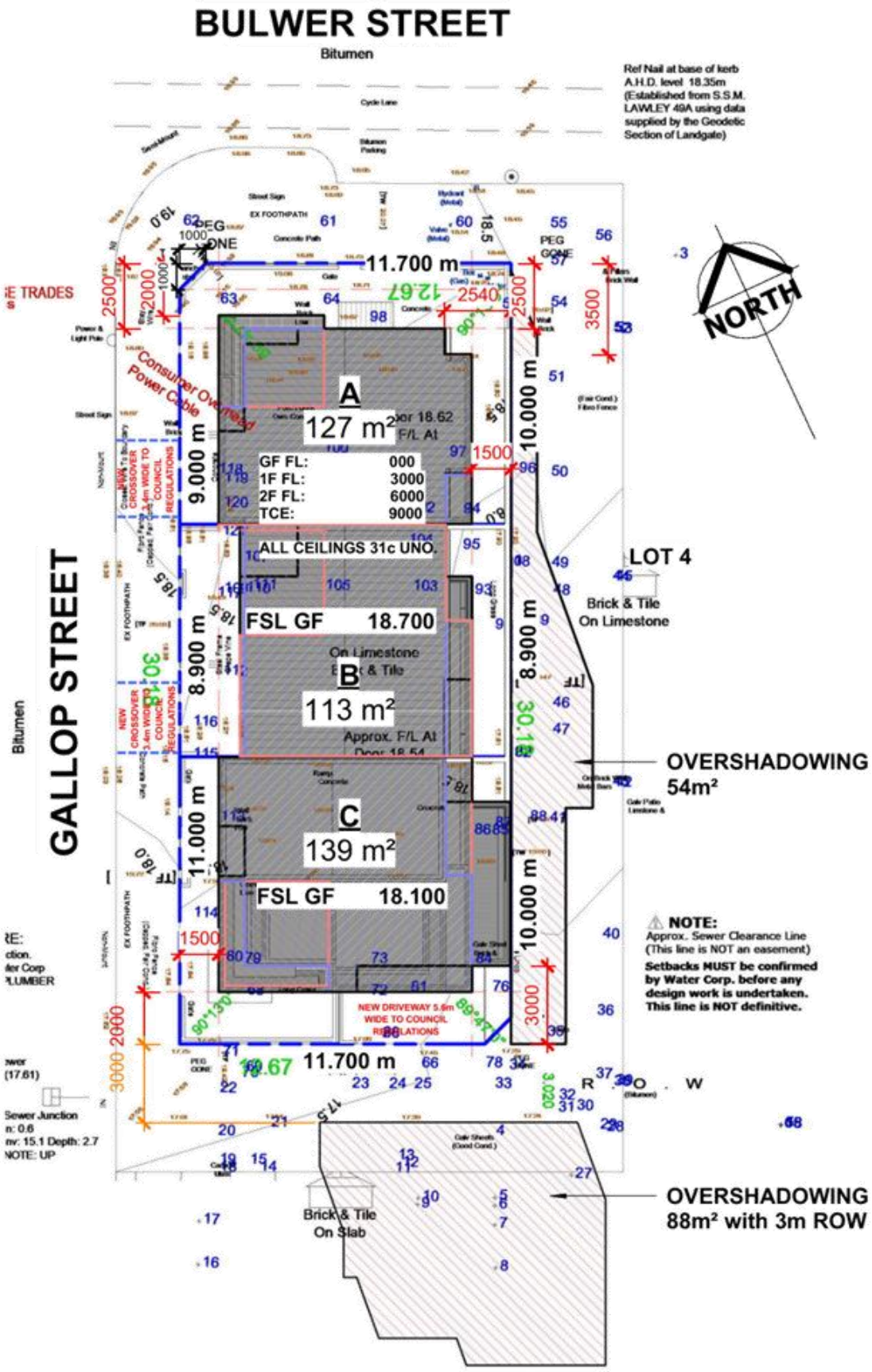

GROSS AREAS			
AREA TYPE	NAME	AREA	PERIMETER
Gross Building Area	A GARAGE	23 m²	21860
Gross Building Area	A GF LIVING	38 m²	28560
Gross Building Area	A STORE	5 m²	9390
Gross Building Area	LIVING A1	60 m²	34606
Gross Building Area	LIVING A2	67 m²	34536
Gross Building Area: 5		195 m²	128952
Exterior Area	A GF DECK	0 m²	0
Exterior Area	TERRACE A1	14 m²	15115
Exterior Area: 2		14 m²	15115
A: 7		209 m²	144667
Gross Building Area	B GARAGE	21 m²	24766
Gross Building Area	B GF LIVING	43 m²	29476
Gross Building Area	B STORE	5 m²	8870
Gross Building Area	LIVING B2	69 m²	33246
Gross Building Area	LIVING B1	58 m²	35454
Gross Building Area: 5		196 m²	131842
Exterior Area	B GF DECK	0 m²	0
Exterior Area	TERRACE B1	17 m²	16607
Exterior Area: 2		17 m²	16607
B: 7		213 m²	148449
Gross Building Area	C GARAGE	36 m²	24380
Gross Building Area	C GF LIVING	42 m²	43080
Gross Building Area	C STORE 1	6 m²	14400
Gross Building Area	C STORE 2	5 m²	11680
Gross Building Area	LIVING C1	70 m²	37450
Gross Building Area	LIVING C2	76 m²	37466
Gross Building Area	TERRACE LOUNGE	28 m²	21358
Gross Building Area	TERRACE STORE	14 m²	15526
Gross Building Area: 8		275 m²	205340
Exterior Area	C GF DECK	0 m²	0
Exterior Area	C ROOF TERRACE	32 m²	26298
Exterior Area	TERRACE C1	17 m²	16660
Exterior Area: 3		49 m²	42958
C: 11		324 m²	248298
Grand total: 25		745 m²	540785

SITE COVERAGE - A

ZONED:	R80
ALLOWED:	70%
SITE AREA:	127.00m²
SITE COVER:	73.648m²
COVER :	57.99%

SITE COVERAGE - B

ZONED:	R80
ALLOWED (%):	70%
SITE AREA:	113.03m²
SITE COVER:	77.050m²
COVER (%) :	68.17%

SITE COVERAGE - C

ZONED:	R80
ALLOWED:	70%
SITE AREA:	139.70m²
SITE COVER:	96.775m²
COVER :	69.27%

1 / SK1.1 **SITE PLAN PLOT COVER & FULL SHADOWING**

1 : 200

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#389 BULWER STREET, WEST PERTH

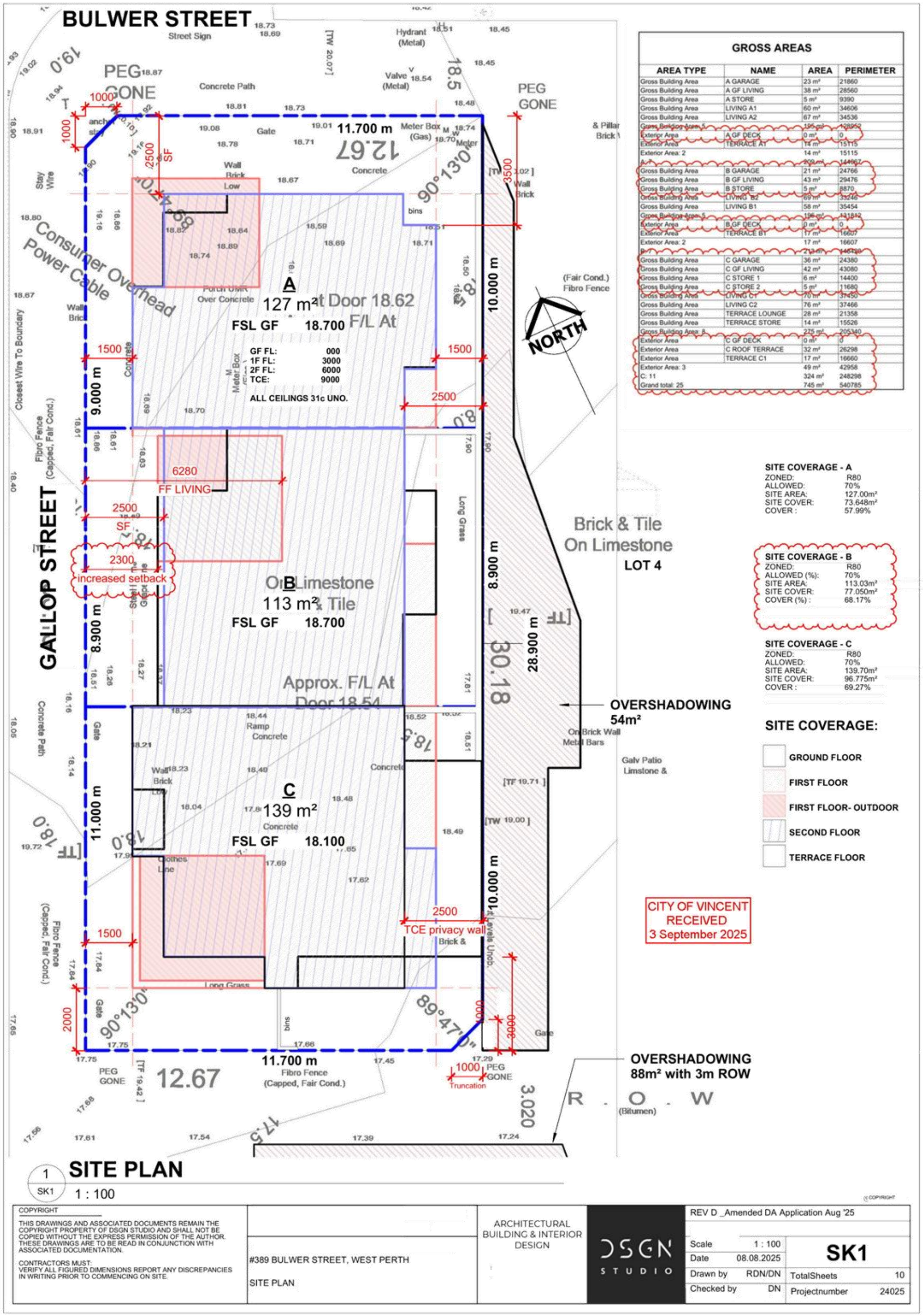
SITE PLAN PLOT COVER

ARCHITECTURAL
BUILDING & INTERIOR
DESIGN

DSGN STUDIO

REV D _Amended DA Application Aug '25

Scale	1 : 200	SK1.1	
Date	08.08.2025		
Drawn by	RDN/DN	TotalSheets	10
Checked by	DN	Projectnumber	24025



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Grand total: 25		745 m²	540785

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SITE AREA:	127.00m²
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COVER :	57.99%

SITE COVERAGE - B

ZONED:	R80
ALLOWED (%):	70%
SITE AREA:	113.03m²
SITE COVER:	77.050m²
COVER (%) :	68.17%

SITE COVERAGE - C

ZONED:	R80
ALLOWED:	70%
SITE AREA:	139.70m²
SITE COVER:	96.775m²
COVER :	69.27%

SITE COVERAGE:

- GROUND FLOOR
- FIRST FLOOR
- FIRST FLOOR- OUTDOOR
- SECOND FLOOR
- TERRACE FLOOR

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1 SK1 **SITE PLAN**
1 : 100

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#389 BULWER STREET, WEST PERTH

SITE PLAN

ARCHITECTURAL BUILDING & INTERIOR DESIGN

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Scale	1 : 100
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Projectnumber	24025

SK1

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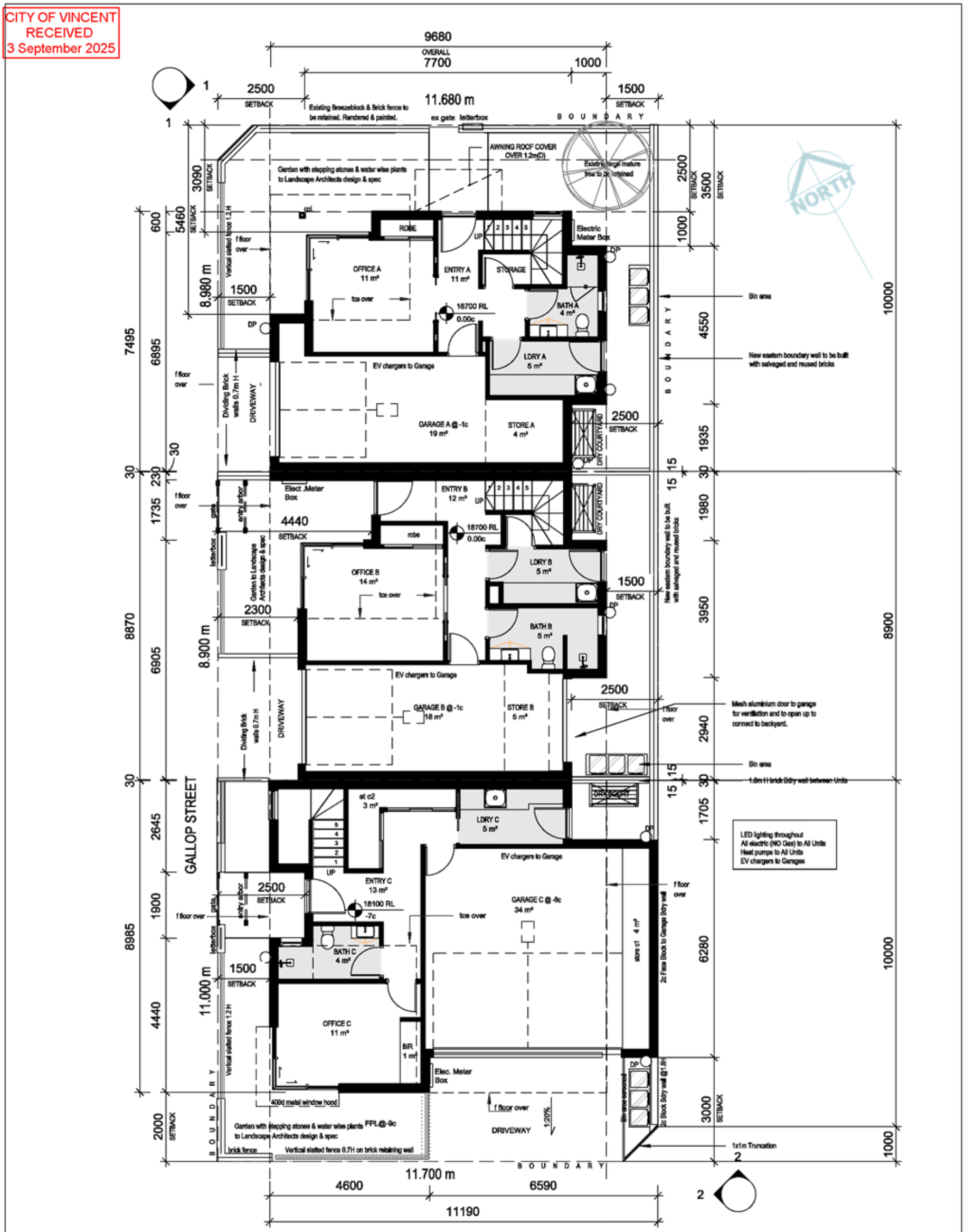

GROUND FLOOR PLAN

1 : 100

SK2.1

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GROUND FLOOR PLAN

ARCHITECTURAL
BUILDING & INTERIOR DESIGN

DSGN STUDIO

REV D _Amended DA Application Aug '25

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Date	08.08.2025
Drawn by	RDN/DN
Checked by	DN

SK2.1

Total Sheets	10
Project number	24025

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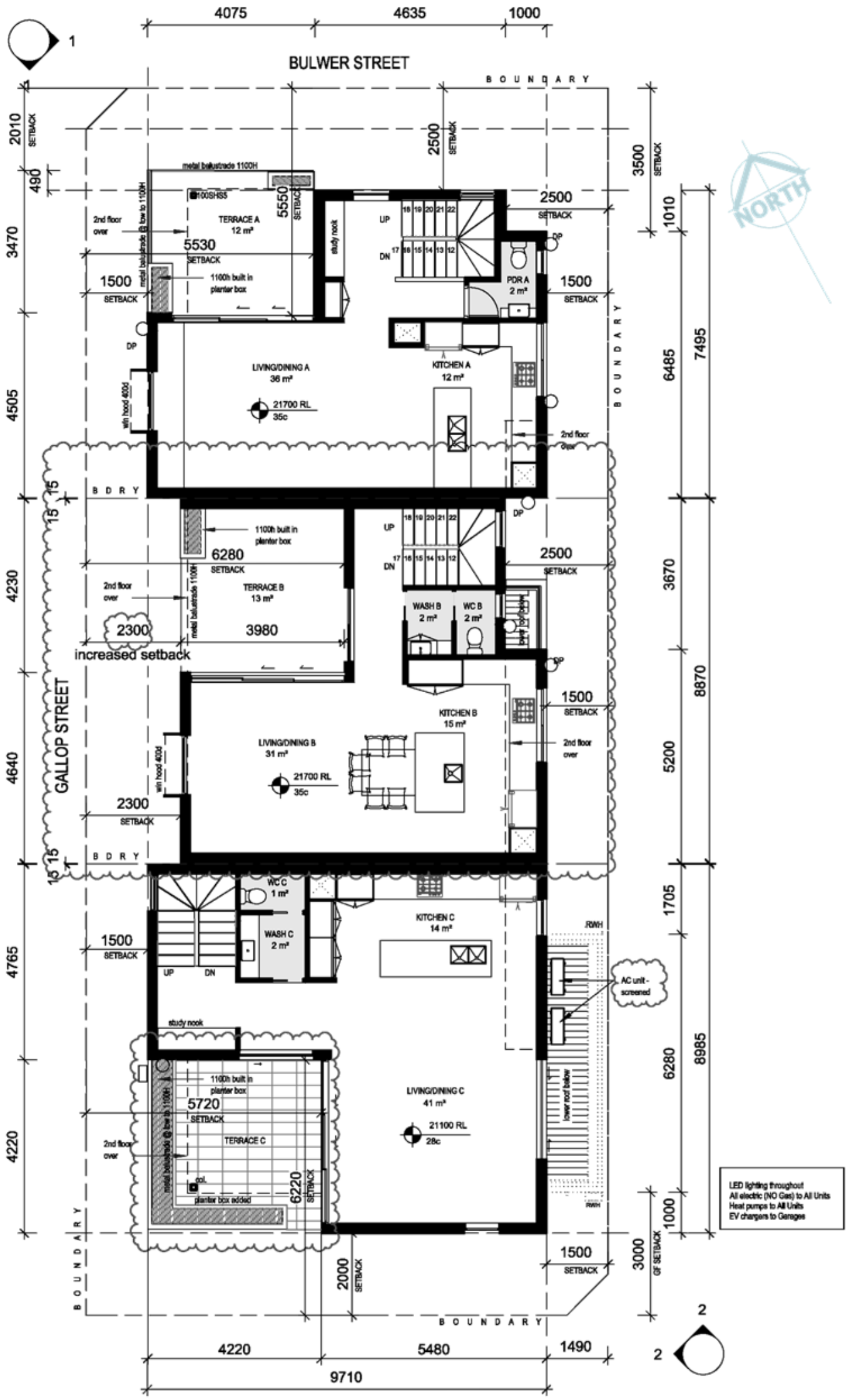

1 SK2.2 **1ST FLOOR PLAN**

1 : 100

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#389 BULWER STREET, WEST PERTH

FIRST FLOOR PLAN

Scale	1 : 100	SK2.2	
Date	08.08.2025		
Drawn by	RDN/DN	Total Sheets	10
Checked by	DN	Project number	24025

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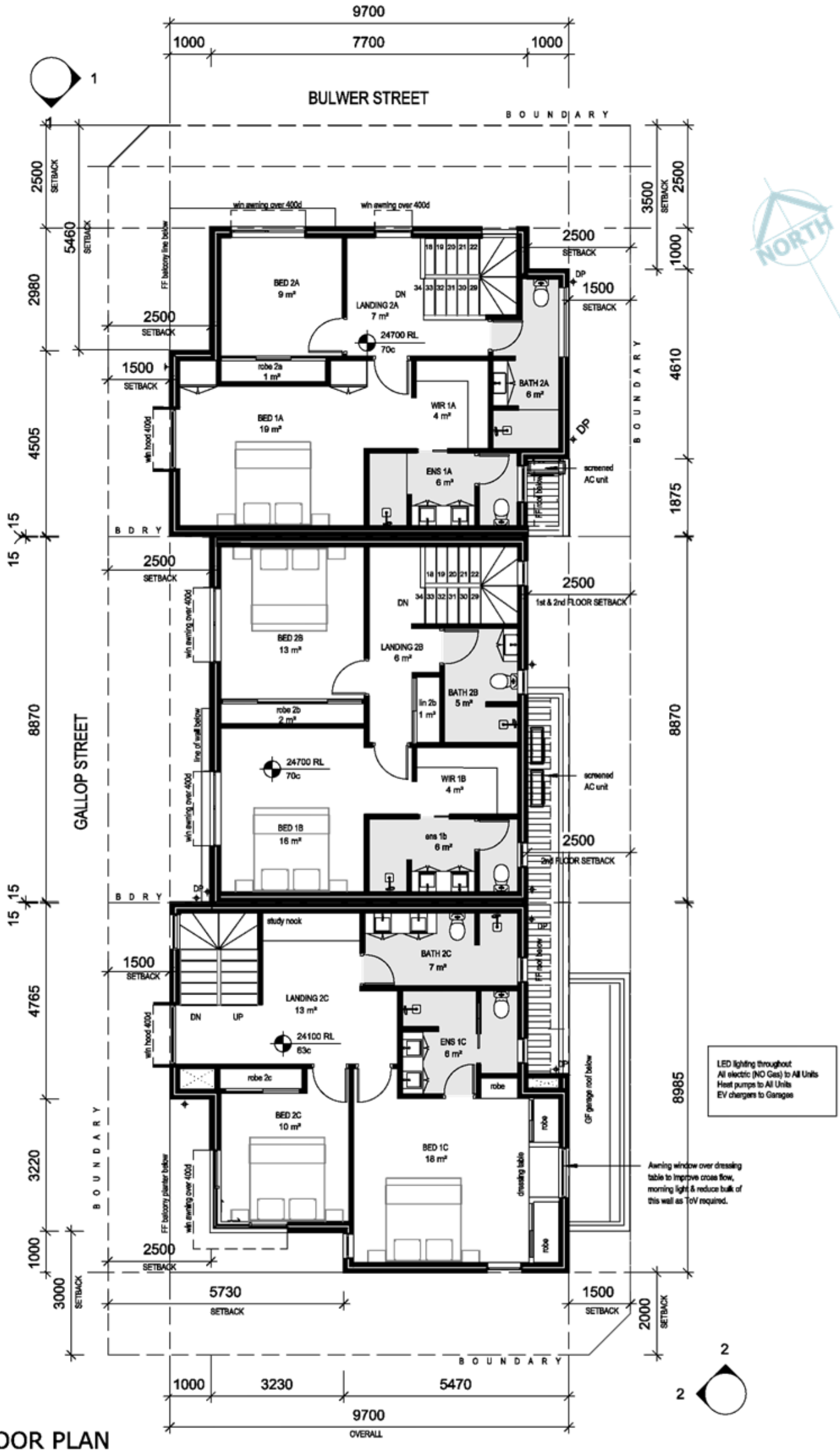

1 2ND FLOOR PLAN
SK2.3 1 : 100

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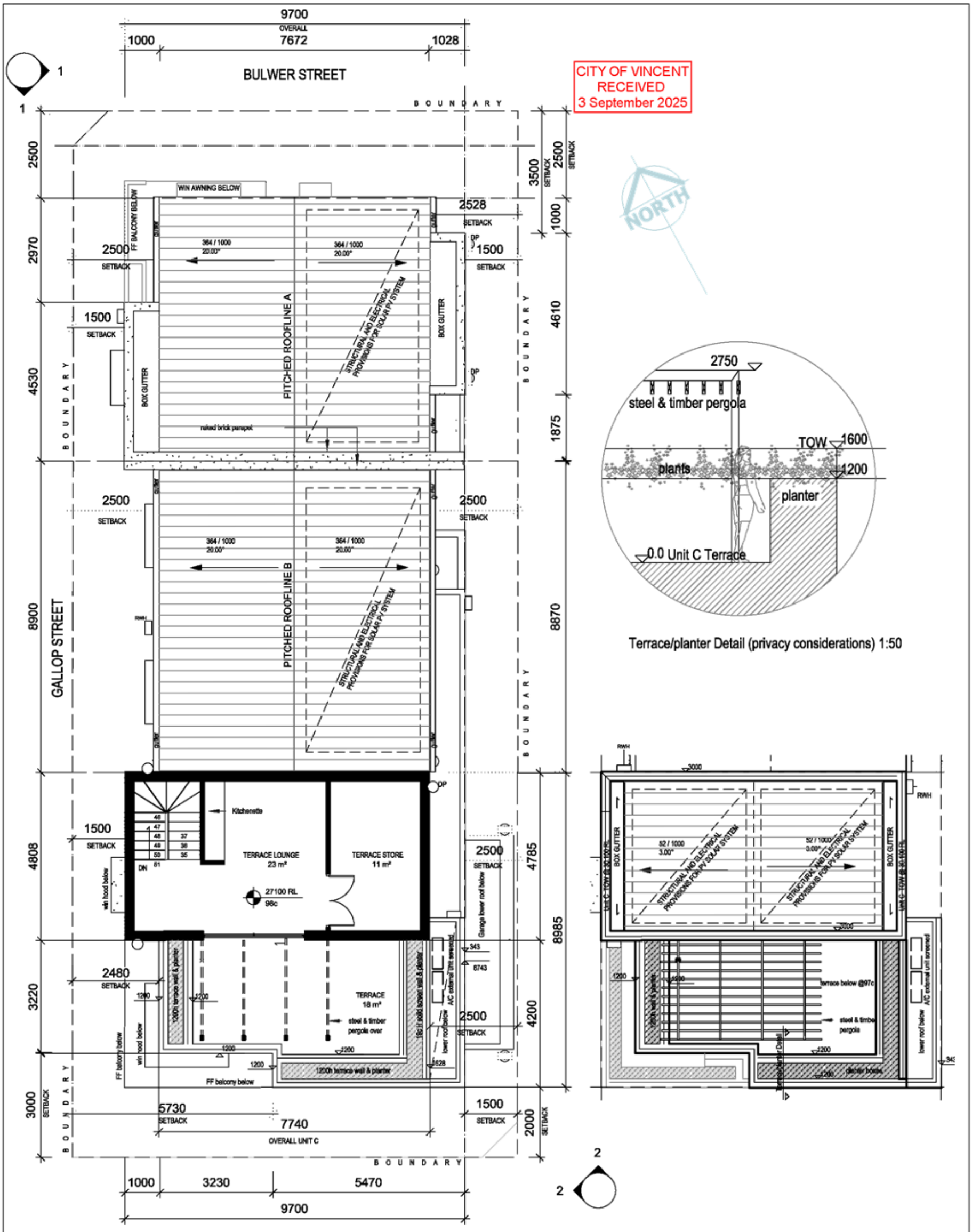

Terrace/planter Detail (privacy considerations) 1:50

1 SK2.4 ROOF PLAN & Unit C TERRACE
1 : 100

2 SK2.4 TERRACE ROOF (unit C)
1 : 100

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#389 BULWER STREET, WEST PERTH

ROOF AND UNIT C TERRACE & ROOF PLAN

ARCHITECTURAL
BUILDING & INTERIOR DESIGN

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REV D _Amended DA Application Aug '25

Scale	1 : 100	SK2.4	
Date	08.08.2025		
Drawn by	RDN/DN	Total Sheets	10
Checked by	DN	Project number	24025

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1 / SK3.1 GALLOP STREET 1 : 100

NORTH WEST ELEVATION

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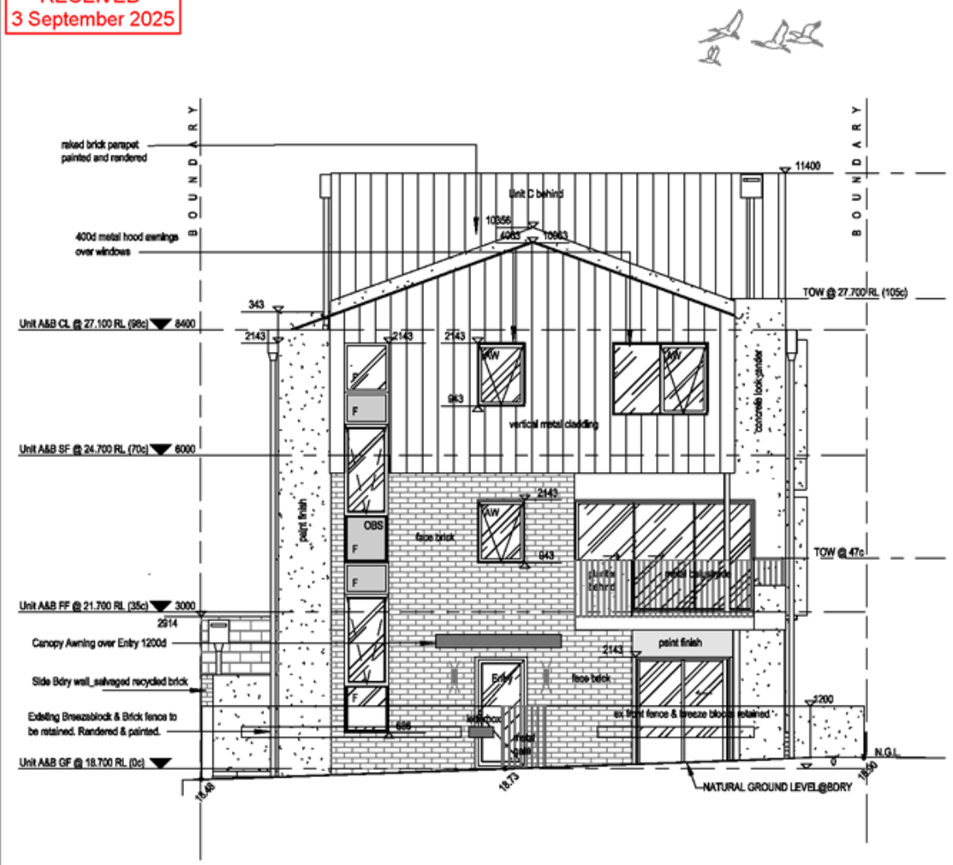
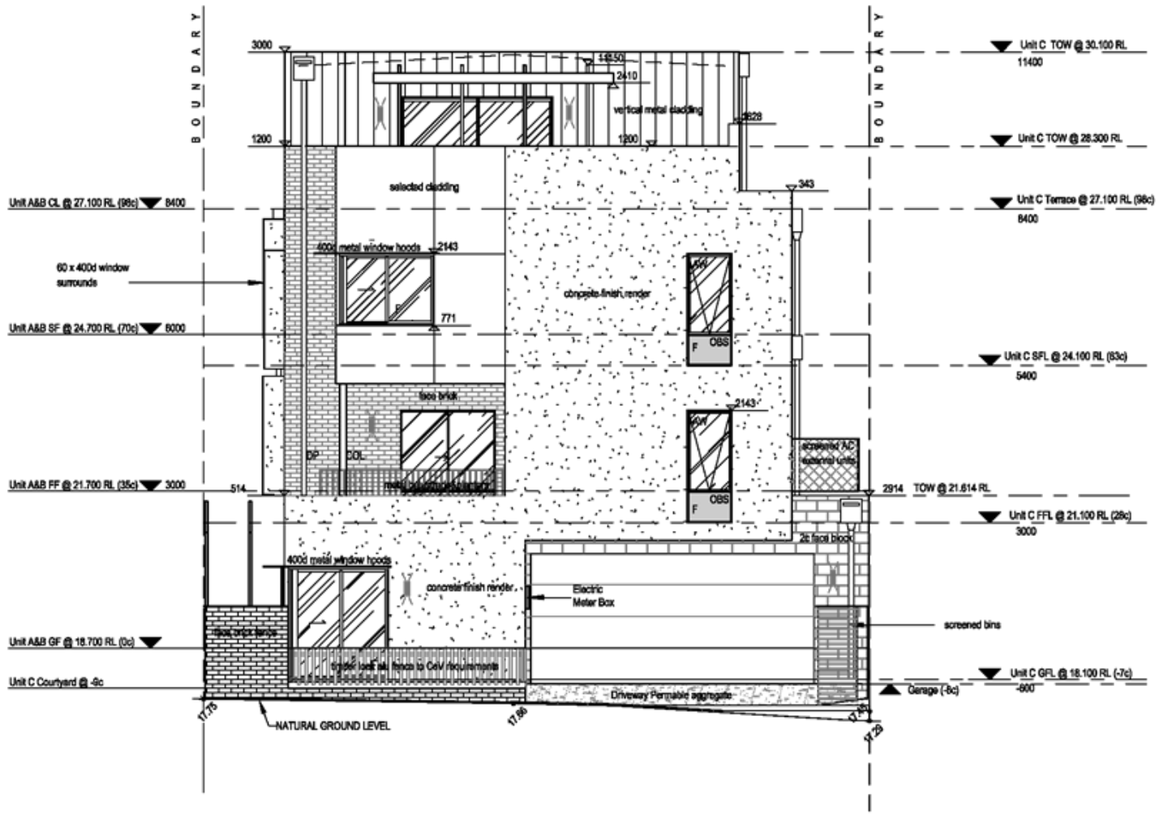


1 SK3.2 BULWER ST 1 : 100
NORTH EAST ELEVATION



2 SK3.2 REAR (ROW) ELEVATION 1 : 100
SOUTH WEST ELEVATION

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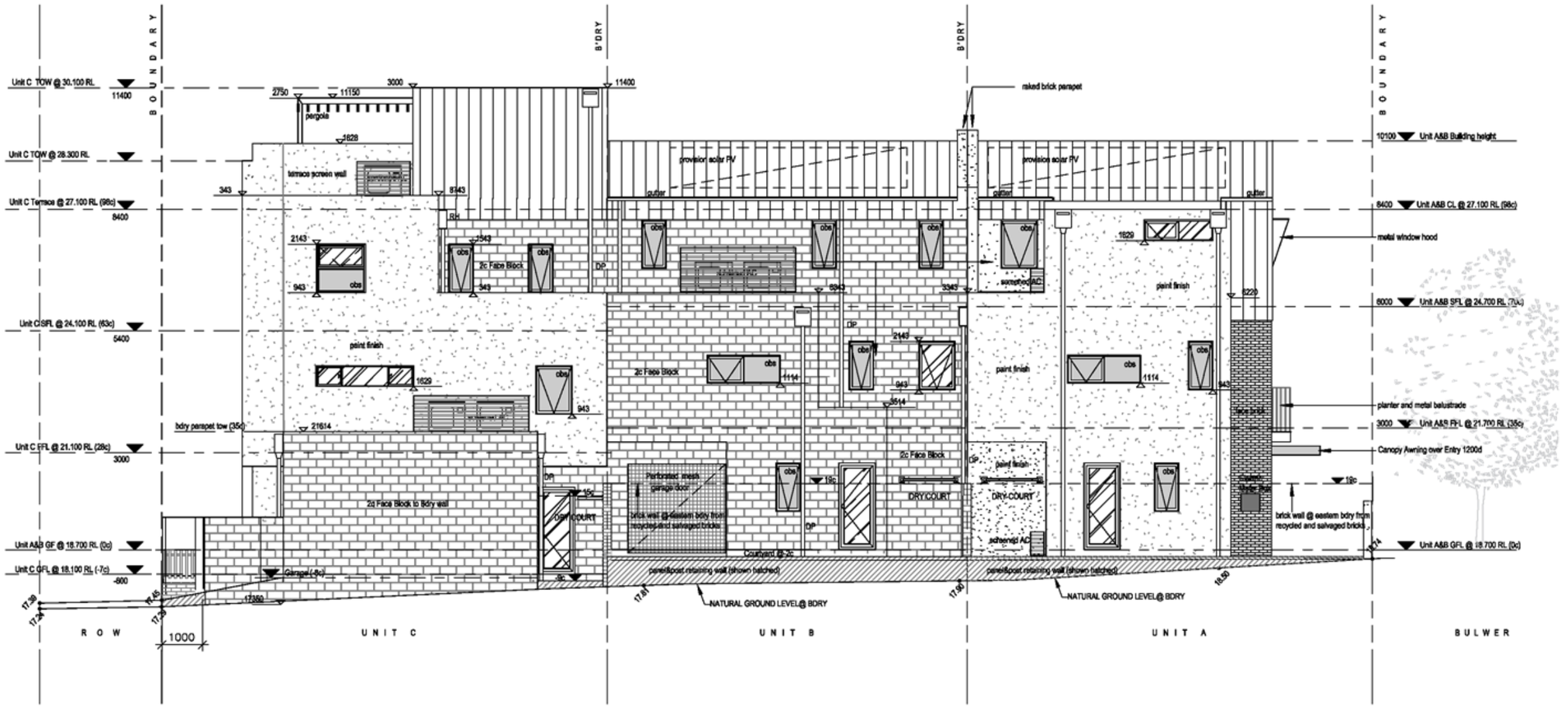

2 / SK3.3 SIDE ELEVATION 1 : 100
SOUTH EAST ELEVATION

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#389 BULWER STREET, WEST PERTH

SIDE ELEVATION

ARCHITECTURAL
BUILDING & INTERIOR
DESIGN

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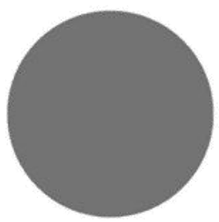
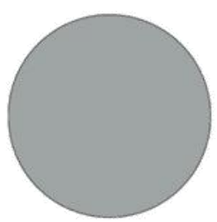
REV E _Amended DA Application Sep '25

Scale	1 : 100	SK3.3	
Date	02.09.2025		
Drawn by	RDN/DN	Total Sheets	10
Checked by	DN	Project number	24025

GALLOP STREET - NORTH WEST ELEVATION

MATERIAL & COLOR PALETTE


1. contrasting render Window and Door frames


2. metal window hoods & gates, basalt or similar

3.metal balustrade

4.metal cladding basalt or similar

5. concrete look render

6. off white garage door

7. white face brick

8. recycled brick

9. timber look alu fencing

#389 BULWER STREET, WEST PERTH
ELEVATIONS SK5

DSGN STUDIO

#389 BULWER STREET, WEST PERTH
DA Revision E_ September 2025

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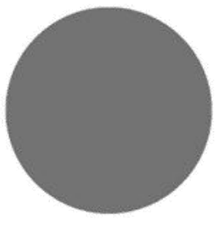
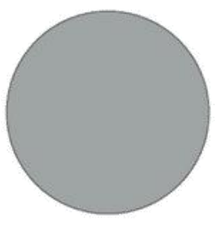
BULWER STREET - NORTH EAST ELEVATION

MATERIAL & COLOR PALETTE

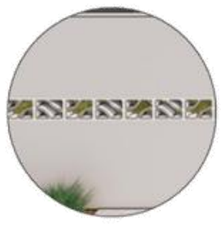

1. contrasting render Window and Door frames


2. metal window hoods & gates, basalt or similar

3.metal balustrade

4.metal cladding basalt or similar

5. concrete look render


6. Ex brick & breeze block front fence retained and painted off white

7. off white renederd wall

8. recycled brick

#389 BULWER STREET, WEST PERTH
ELEVATIONS SK6

DSGN STUDIO

#389 BULWER STREET, WEST PERTH
DA Revision D_ August 2025

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3 September 2025

REAR ROW - SOUTH WEST ELEVATION

MATERIAL & COLOR PALETTE

1. contrasting render Window and Door frames
2. metal window hoods & gates, basalt or similar
3. metal balustrade
4. metal cladding basalt or similar
5. concrete look render
6. off white garage door
7. white face brick
8. recycled brick
9. Matrix cladding or similar, white

#389 BULWER STREET, WEST PERTH
ELEVATIONS SK7

DSGN STUDIO

#389 BULWER STREET, WEST PERTH
DA Revision E_ September 2025

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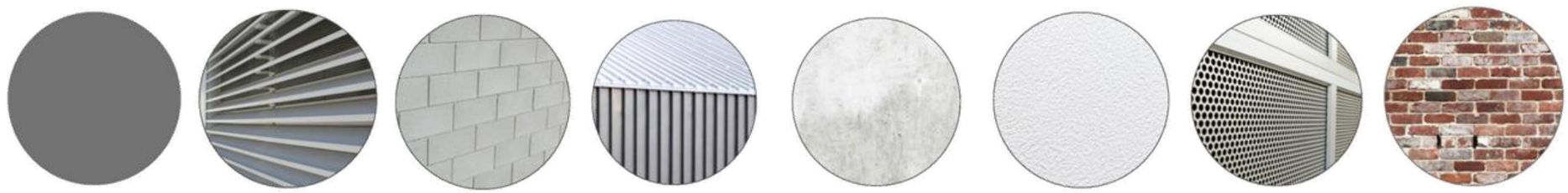
SIDE- SOUTH EAST ELEVATION

MATERIAL & COLOR PALETTE



1. Window & Door frames,
2. Alu A/C Screening
3.2c Grey Block
4.metal cladding basalt or similar
5. concrete look render
6. off white render
7. perforated metal garage door
8. recycled brick

#389 BULWER STREET, WEST PERTH
ELEVATIONS SK8

DSGN STUDIO

WEST PERTH | WA
SEASONAL MEANS
WINTER SUN 8 - 17°C
SUMMER SUN 25 - 35°C
SOLAR DIAGRAM
SEASONAL SUNLIGHT
WIND DIRECTION
SEASONAL STRENGTH
LANDSCAPE DESIGN RATIONALE
Initial site investigations reveal a corner residential lot with a combined area of 380m² at 389 Bulwer Street, West Perth WA . The site has an north-west-facing frontage. Streetscapes are typically paved with natural grey concrete paths on both sides of the street and predominated by WA Peppermints (Agonis flexuosa) that have been pollarded under powerlines. There is no powerlines on this side of Bulwer Street with a narrow verge that could accommodate verge planting and a new street tree. A significant Frangipani (Lephostemon confertus) to the north end of the lot will be retained and must be protected to AS4790:2009 during demolition and construction. The street poles to the verges will be retained and protected.
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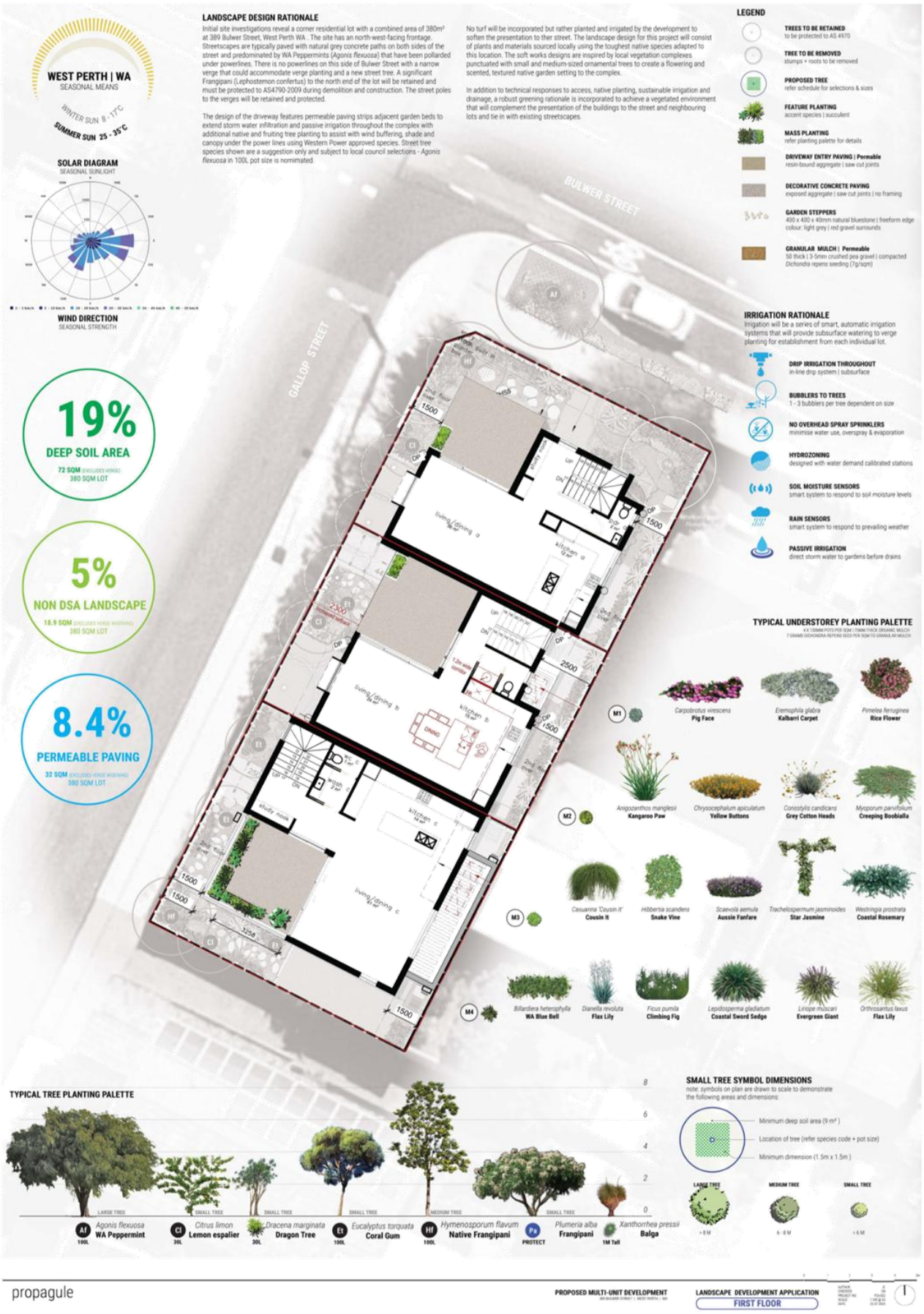
In addition to technical responses to access, native planting, sustainable irrigation and drainage, a robust greening rationale is incorporated to achieve a vegetated environment that will complement the presentation of the buildings to the street and neighbouring lots and tie in with existing streetscapes.
LEGEND
TREES TO BE RETAINED
to be protected to AS 4970
TREE TO BE REMOVED
stumps + roots to be removed
PROPOSED TREE
refer schedule for selections & sizes
FEATURE PLANTING
accent species | succulent
MASS PLANTING
refer planting palette for details
DRIVEWAY ENTRY PAVING | Permeable
resin-bound aggregate | saw cut joints
DECORATIVE CONCRETE PAVING
exposed aggregate | saw cut joints | no framing
GARDEN STEPPERS
400 x 400 x 40mm natural bluestone | freeform edge colour: light grey | red gravel surrounds
GRANULAR MULCH | Permeable
50 thick | 3-5mm crushed pea gravel | compacted Dichondra repens seeding (7g/sqm)
BULWER STREET
GALLOP STREET
IRRIGATION RATIONALE
Irrigation will be a series of smart, automatic irrigation systems that will provide subsurface watering to verge planting for establishment from each individual lot.
DRIP IRRIGATION THROUGHOUT
in-line drip system | subsurface
BUBBLERS TO TREES
1 - 3 bubblers per tree dependent on size
NO OVERHEAD SPRAY SPRINKLERS
minimise water use, overspray & evaporation
HYDROZONING
designed with water demand calibrated stations
SOIL MOISTURE SENSORS
smart system to respond to soil moisture levels
RAIN SENSORS
smart system to respond to prevailing weather
PASSIVE IRRIGATION
direct storm water to gardens before drains
19%
DEEP SOIL AREA
72 SQM
380 SQM LOT
5%
NON DSA LANDSCAPE
18.9 SQM
380 SQM LOT
8.4%
PERMEABLE PAVING
32 SQM
380 SQM LOT
TYPICAL UNDERSTOREY PLANTING PALETTE
M1
Carpobrotus virescens Pig Face
Eremophila glabra Kalbarri Carpet
Pimelea ferruginea Rice Flower
M2
Anigozanthos manglesii Kangaroo Paw
Chrysocephalum apiculatum Yellow Buttons
Conostylis candicans Grey Cotton Heads
Myoporum parvifolium Creeping Boobialla
M3
Casuarina 'Cousin It' Cousin It
Hibbertia scandens Snake Vine
Scaevola aemula Aussie Fanfare
Trachelospermum jasminoides Star Jasmine
Westringia prostrata Coastal Rosemary
M4
Billardiera heterophylla WA Blue Bell
Dianella revoluta Flax Lily
Ficus pumila Climbing Fig
Lepidosperma gladiatum Coastal Sword Sedge
Liriope muscari Evergreen Giant
Orthrosanthus laxus Flax Lily
TYPICAL TREE PLANTING PALETTE
Af Agonis flexuosa 100L WA Peppermint
Cl Citrus limon 30L Lemon espalier
Dracena marginata 30L Dragon Tree
Et Eucalyptus torquata 100L Coral Gum
Hf Hymenosporum flavum 100L Native Frangipani
Pa PROTECT Plumeria alba Frangipani
Xanthorrhea preissii 1M Tall Balga
SMALL TREE SYMBOL DIMENSIONS
note: symbols on plan are drawn to scale to demonstrate the following areas and dimensions:
Minimum deep soil area (9 m²)
Location of tree (refer species code + pot size)
Minimum dimension (1.5m x 1.5m)
LARGE TREE
MEDIUM TREE
SMALL TREE
propagule
PROPOSED MULTI-UNIT DEVELOPMENT
LANDSCAPE DEVELOPMENT APPLICATION
GROUND FLOOR


WEST PERTH | WA
SEASONAL MEANS
WINTER SUN 8 - 17°C
SUMMER SUN 25 - 35°C
SOLAR DIAGRAM
SEASONAL SUNLIGHT
WIND DIRECTION
SEASONAL STRENGTH
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LEGEND
TREES TO BE RETAINED
to be protected to AS 4970
TREE TO BE REMOVED
stumps + roots to be removed
PROPOSED TREE
refer schedule for selections & sizes
FEATURE PLANTING
accent species | succulent
MASS PLANTING
refer planting palette for details
DRIVEWAY ENTRY PAVING | Permeable
resin-bound aggregate | saw cut joints
DECORATIVE CONCRETE PAVING
exposed aggregate | saw cut joints | no framing
GARDEN STEPPERS
400 x 400 x 40mm natural bluestone | freeform edge colour: light grey | red gravel surrounds
GRANULAR MULCH | Permeable
50 thick | 3-5mm crushed pea gravel | compacted Dichondra repens seeding (7g/sqm)
BULWER STREET
GALLOP STREET
19%
DEEP SOIL AREA
72 SQM (EXCLUDES VERGE)
380 SQM LOT
5%
NON DSA LANDSCAPE
18.9 SQM (EXCLUDES VERGE WIDENING)
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DRIP IRRIGATION THROUGHOUT
in-line drip system | subsurface
BUBBLERS TO TREES
1 - 3 bubblers per tree dependent on size
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minimise water use, overspray & evaporation
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designed with water demand calibrated stations
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smart system to respond to soil moisture levels
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smart system to respond to prevailing weather
PASSIVE IRRIGATION
direct storm water to gardens before drains
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M1
Carpobrotus virescens Pig Face
Eremophila glabra Kalbarri Carpet
Pimelea ferruginea Rice Flower
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Pa PROTECT Plumeria alba Frangipani
Xanthorrhea pressii 1M Tall Balga
SMALL TREE SYMBOL DIMENSIONS
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Location of tree (refer species code + pot size)
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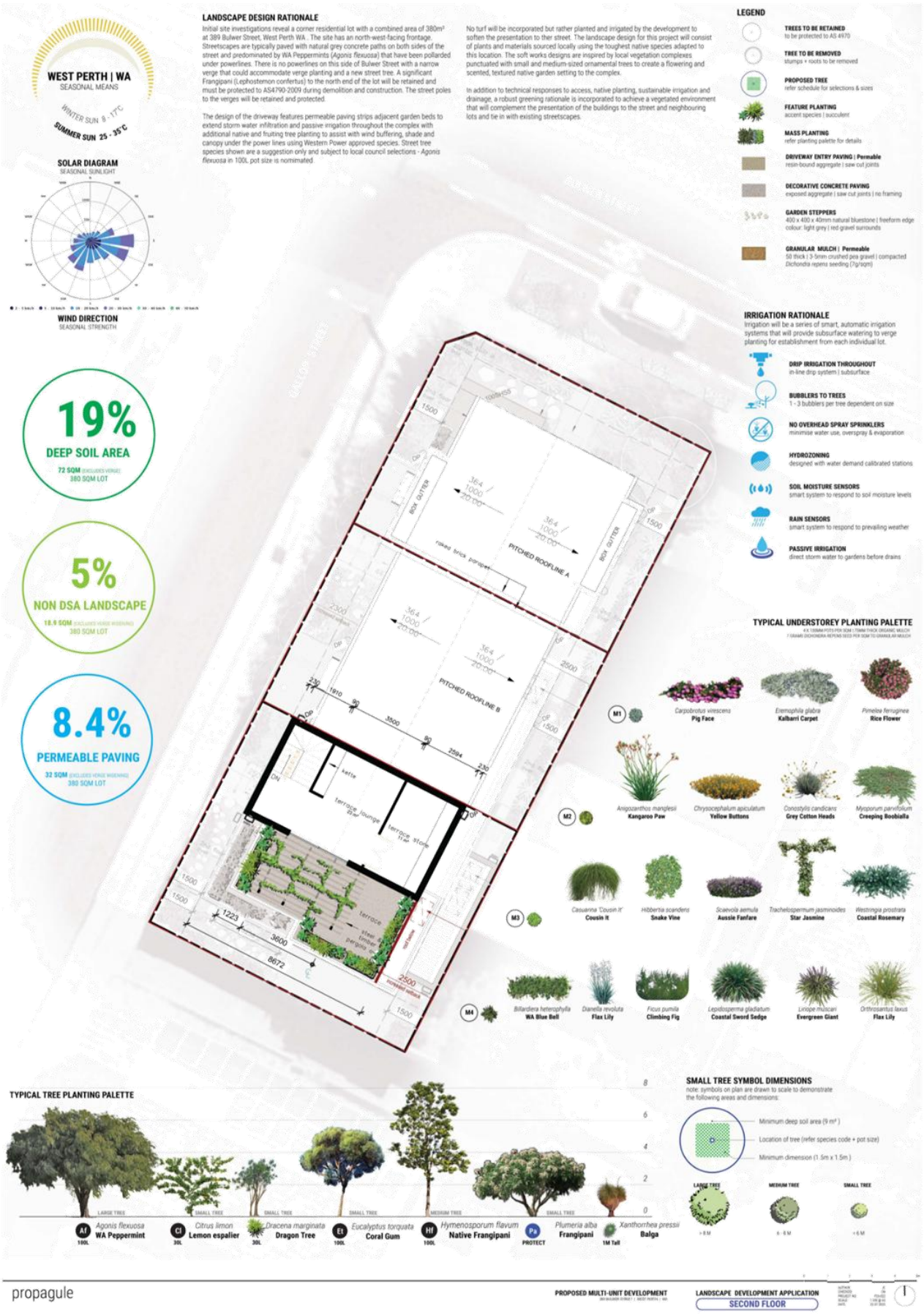
MEDIUM TREE
SMALL TREE
propagule
PROPOSED MULTI-UNIT DEVELOPMENT
LANDSCAPE DEVELOPMENT APPLICATION
FIRST FLOOR


WEST PERTH | WA
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RAIN SENSORS
smart system to respond to prevailing weather
PASSIVE IRRIGATION
direct storm water to gardens before drains
PITCHED ROOFLINE A
PITCHED ROOFLINE B
BOX GUTTER
raked brick parapet
kette
terrace lounge
terrace store
terrace
steel timber pergola
TYPICAL UNDERSTOREY PLANTING PALETTE
M1
Carpobrotus virescens
Pig Face
Eremophila glabra
Kalbarri Carpet
Pimelea ferruginea
Rice Flower
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Kangaroo Paw
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Yellow Buttons
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Snake Vine
Scaevola aemula
Aussie Fanfare
Trachelospermum jasminoides
Star Jasmine
Westringia prostrata
Coastal Rosemary
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WA Blue Bell
Dianella revoluta
Flax Lily
Ficus pumila
Climbing Fig
Lepidosperma gladiatum
Coastal Sword Sedge
Liriope muscari
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Pa PROTECT Plumeria alba Frangipani
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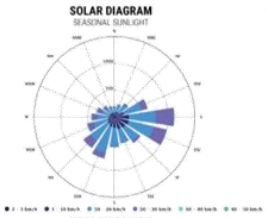
MEDIUM TREE
SMALL TREE
propagule
PROPOSED MULTI-UNIT DEVELOPMENT
LANDSCAPE DEVELOPMENT APPLICATION
SECOND FLOOR



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LEGEND

- **TREES TO BE RETAINED** — to be protected to AS 4970
- **TREE TO BE REMOVED** — stumps + roots to be removed
- **PROPOSED TREE** — refer schedule for selections & sizes
- **FEATURE PLANTING** — accent species | succulent
- **MASS PLANTING** — refer planting palette for details
- **DRIVEWAY ENTRY PAVING | Permeable** — resin-bound aggregate | saw cut joints
- **DECORATIVE CONCRETE PAVING** — exposed aggregate | saw-cut joints | no framing
- **GARDEN STEPPERS** — 400 x 400 x 40mm natural bluestone | freeform edge colour: light grey | red gravel surrounds
- **GRANULAR MULCH | Permeable** — 50 thick | 3-5mm crushed pea gravel | compacted *Dichondra repens* seeding (70g/sqm)

IRRIGATION RATIONALE

Irrigation will be a series of smart, automatic irrigation systems that will provide subsurface watering to verge planting for establishment from each individual lot.

- **DRIP IRRIGATION THROUGHOUT** — in-line drip system | subsurface
- **BUBBLERS TO TREES** — 1 - 3 bubblers per tree dependent on size
- **NO OVERHEAD SPRAY SPRINKLERS** — minimise water use, overspray & evaporation
- **HYDROZONING** — designed with water demand calibrated stations
- **SOIL MOISTURE SENSORS** — smart system to respond to soil moisture levels
- **RAIN SENSORS** — smart system to respond to prevailing weather
- **PASSIVE IRRIGATION** — direct storm water to gardens before drains

19% DEEP SOIL AREA — 72 SQM (EXCLUDES VERGE) / 380 SQM LOT

5% NON DSA LANDSCAPE — 18.9 SQM (EXCLUDES VERGE WIDENING) / 380 SQM LOT

8.4% PERMEABLE PAVING — 32 SQM (EXCLUDES VERGE WIDENING) / 380 SQM LOT

TYPICAL UNDERSTOREY PLANTING PALETTE

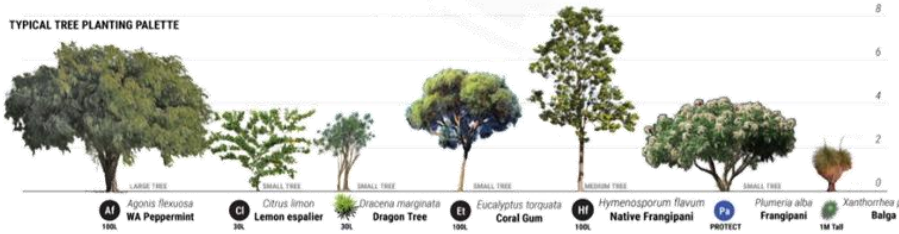
M1
- *Carpobrotus virescens* — **Pig Face**
- *Eremophila glabra* — **Kalbarri Carpet**
- *Pimelea ferruginea* — **Rice Flower**

M2
- *Anigozanthos manglesii* — **Kangaroo Paw**
- *Chrysocephalum apiculatum* — **Yellow Buttons**
- *Conostylis candicans* — **Grey Cotton Heads**
- *Myoporum parvifolium* — **Creeping Boobialla**

M3
- *Casuarina 'Cousin It'* — **Cousin It**
- *Hibbertia scandens* — **Snake Vine**
- *Scaevola aemula* — **Aussie Fanfare**
- *Trachelospermum jasminoides* — **Star Jasmine**
- *Westringia prostrata* — **Coastal Rosemary**

M4
- *Billardiera heterophylla* — **WA Blue Bell**
- *Dianella revoluta* — **Flax Lily**
- *Ficus pumila* — **Climbing Fig**
- *Lepidosperma gladiatum* — **Coastal Sword Sedge**
- *Liriope muscari* — **Evergreen Giant**
- *Orthrosanthus laxus* — **Flax Lily**

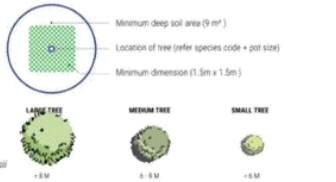
TYPICAL TREE PLANTING PALETTE



- Af — *Agonis flexuosa* — **WA Peppermint** — 100L
- Cl — *Citrus limon* — **Lemon espalier** — 30L
- *Dracena marginata* — **Dragon Tree** — 30L
- Et — *Eucalyptus torquata* — **Coral Gum** — 100L
- Hf — *Hymenosporum flavum* — **Native Frangipani** — 100L
- Pa — *Plumeria alba* — **Frangipani** — PROTECT
- *Xanthorrhea preissii* — **Balga** — 1M Tall

SMALL TREE SYMBOL DIMENSIONS

note: symbols on plan are drawn to scale to demonstrate the following areas and dimensions:



propagule

PROPOSED MULTI-UNIT DEVELOPMENT

LANDSCAPE DEVELOPMENT APPLICATION

DEEP SOIL ANALYSIS

5.2 NO. 6 (LOT: 72 AND 77; D/P: 4576) BROOKMAN STREET, PERTH - PROPOSED ALTERATIONS AND ADDITIONS TO A SINGLE HOUSE

Ward: South

Attachments:
1. Consultation and Location Map
2. Development Plans
3. Heritage Impact Statement
4. Summary of Submissions - Applicant Response
5. Summary of Submissions - Administration Response
6. Determination Advice Notes
7. Clause 67 Assessment

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2, APPROVES the application for Alterations and Additions to Single House at No. 6 (Lot: 72 and 77; D/P: 4576) Brookman Street, Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 6:

1. Development Plans

This approval is for Alterations and Additions to Single House as shown on the approved plans dated 28 October 2025 and 15 March 2026. No other development forms part of this approval;

2. Heritage

2.1 The colours, materials and finishes of the development shall be in accordance with the details and annotations as indicated on the approved plans dated 28 October 2025 and 15 March 2026 which forms part of this approval. The development must be finished, and thereafter maintained, in accordance with the schedule provided to and approved by the City, unless otherwise approved by the City; and

2.2 Prior to the commencement of development, details of any proposed damp remediation works to the existing building, including the method of installation of any Damp Proof Course, shall be submitted to and approved by the City of Vincent and on advice from the Heritage Council of Western Australia. The use of chemical injection treatments is not permitted. The approved remediation works shall be carried out in accordance with the approved details. Following removal of render, damp monitoring shall be undertaken to track changes in moisture levels and guide any future remedial actions to the satisfaction of the City;

3. Landscaping

All landscaping shown in the approved plans dated 28 October 2025 and 15 March 2026, shall be undertaken in accordance with the approved plans to the City's satisfaction, prior to occupancy or use of the development and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;

4. Redundant Crossover

Prior to completion of the development, redundant or "blind" crossovers shall be removed and the verge and kerb made good to the satisfaction of the City, at the applicant/owner's full expense;

5. Construction Management

A Construction Management Plan shall be lodged with and approved by the City prior to the commencement of development. This plan is to detail how construction (including demolition and/or forward works) will be managed to minimise disruption in the area and shall include:

5.1 The delivery of and delivery times for materials and equipment to the site;
5.2 Parking arrangements for contractors and sub-contractors;
5.3 Dilapidation reports of the adjoining properties at Nos. 4 and 8 Brookman Street;
5.4 Notification to affected landowners;
5.5 Management of noise;
5.6 Public communication and complaint handling procedures; and
5.7 Construction times.

The approved Construction Management Plan shall be complied with for the duration of the construction of the development;

6. External Fixtures

All external fixtures, such as television antennas (of a non-standard type), radio and other antennas, satellite dishes, solar panels, external hot water heaters, air conditioners, and the like, shall not be visible from the street(s), are designed integrally with the building, and be located so as not to be visually obtrusive, to the satisfaction of the City; and

7. Stormwater Management

Stormwater from all roofed and paved areas shall be collected and contained on site. Stormwater must not affect or be allowed to flow onto or into any other property or road reserve.

EXECUTIVE SUMMARY:

The purpose of this report is to consider an application for development approval for Alterations and Additions to a Single House at No. 6 Brookman Street, Perth. The subject site is located within the Brookman and Moir Street Heritage Area and is listed on the City of Vincent Heritage List, as well as being listed on the State Register of Heritage Places.

The application is required to be determined by Council as the site is a place listed on the State Register of Heritage Places and includes demolition of non-original works and a non-contributory skillion to the rear, a two storey addition and works within the front setback area.

The application was referred to the City's Design Review Panel (DRP) heritage specialist as well as the State Heritage Council. Both support the proposal, subject to standard conditions. Three submissions were received during the advertising period which related to bulk and scale of additions, views from the street and visual privacy. The development satisfies the heritage area provisions for height, bulk and scale, as well as meeting the deemed-to-comply provisions for visual privacy.

The new second storey addition is supported as it is not visible from the Brookman Street public realm. No significant original heritage fabric is proposed to be removed. The restoration works are considered a positive heritage contribution, in line with the intent of the heritage area. This includes the removal of hard stand car parking bay within the Brookman Street setback and replaced with soft landscaping, native vegetation and a low red brick fence.

The element of the proposal that requires a design principles assessment and the exercising of discretion relates to solar access to adjoining sites due to the upper floor addition. The proposed development is modest in scale, aligning with the building height of the existing dwelling whilst being concealed from the view of the primary street. A minor portion of the shadowing created by the upper floor addition impacts the outdoor living area of the adjoining property, with the majority of the outdoor living area retaining access to sunlight and ventilation year round.

The proposal meets the objectives of the Local Planning Policy: Development Guidelines for Heritage Places (Heritage Policy), the Brookman and Moir Streets Heritage Area Guidelines (Brookman and Moir Streets Guidelines) and the broader planning framework and is recommended for approval, subject to conditions.

PROPOSAL:

This application proposes additions and alterations including a second storey at No.6 Brookman Street, Perth. This specifically includes:

- The demolition of the rear non-contributory skillion extension portion of the dwelling, which is to be replaced with a double storey element whilst retaining the same building footprint to the ground floor;
- Restorative works to the façade including the replacement of render with new tuck-pointing finish with banding, remodelling gable barge and repainting in authentic colours;
- Remodelling of the front setback including removal of paving and car parking area to be replaced with a reinstated tiled verandah area, grass lawn and a planting area consisting of one small tree and shrubs.
- Relocation of the car bay to the rear, with access from Wellman Street. The new car space is proposed to have grass on top of a permeable grid surface.
- Replacement of pergola to the rear and installation of new wired vines trellis over; and
- Internal maintenance works.

The proposed upper-floor addition is located behind the original roof form and is not visible from Brookman Street. No original heritage fabric is proposed to be removed.

The proposed development plans and Heritage Assessment are included as **Attachment 2** and **Attachment 3,** respectively.

Delegation to Determine Applications:

The matter is being referred to Council for determination in accordance with the City's Register of Delegations, Authorisations and Appointments.

This is because the delegation does not extend to applications for development approval that propose alterations and additions to a place listed on the State Register of Heritage Places, unless the works are for:

a) External fixtures (as defined by the Residential Design Codes);
b) Restoration and remediation works;
c) Internal building works;
d) Façade upgrades and roof replacements; or
e) Single storey additions that are located behind the front building line of the existing heritage building.

The application proposes the demolition of a non-contributory rear portion of the dwelling and construction of a double-storey addition to a place listed on the State Register of Heritage Places.

BACKGROUND:

Landowner:	Dung Son Tran & Loan Thi Bich Phan
Applicant:	Dung Son Tran & Loan Thi Bich Phan
Client:	Dung Son Tran & Loan Thi Bich Phan
Date of Application:	8 October 2025
Zoning:	MRS: Urban LPS2 Zone: Residential R Code: R25
Built Form Area:	Residential
Existing Land Use:	Single House
Proposed Use Class:	Single House
Lot Area:	302 m^2
Right of Way (ROW):	Wellman Street (public road) abuts the rear
City of Vincent Heritage List:	Yes – Heritage Area
State Register of Heritage Places:	Yes

Subject Site

The subject site is located on the eastern side of Brookman Street, within the street block bounded by Forbes Road to the south and Robinson Avenue to the north and Wellman Street to the rear. A location plan is included in **Attachment 1**.

The site is 10 metres wide and has an original semi-detached single house which shares a common boundary wall with No. 8 Brookman Street. The site has a rendered façade, with the front setback comprising of a non-original 1.20 metre high brick fence, a small garden, and a paved front setback area with car parking in the street setback. To the rear an extension has been added to the dwelling as well as detached shed and garage to the rear boundary.

Streetscape

The existing streetscape is characterised by its consistent layout of semi-detached dwellings with varied fencing, small gardens or paved front setbacks to the street. The majority of the houses have rear non-contributing extensions to the heritage homes and are typically single storey.

The majority of houses within the street have on-site parking available in the front setback or with access from Wellman Street, although landscaped front setbacks are a characteristic of the heritage area.

Parking is available on the street and is time restricted to 1 hour for non-permit holders. Landowners within the Precinct are eligible for up to three parking permits per household.

Heritage Listing

The subject property is located within the Brookman and Moir Streets Heritage Area.

The heritage area includes Nos. 1-32 Brookman Street, Nos. 2-28 Moir Street and No. 40 Forbes Road, Perth and is listed on the City of Vincent Heritage List as ‘Heritage Area’ Management Category. The area is also included on the State Register of Heritage Places.

The Brookman and Moir Streets heritage area is a highly intact late-19th-century residential estate of modest semi-detached dwellings in the Federation Queen Anne style. The area’s significance lies in its uniform building forms, development pattern, and intact presentation. Front fencing and most plantings are of little heritage significance, while high solid masonry fences are generally intrusive. The full Statement of Significance can be found here for the HCWA and here for the City’s Heritage List.

DETAILS:

Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of the Residential Design Codes Volume 1, the City’s Policy No. 7.1.1 – Built Form (Built Form Policy), the Heritage Policy, and the Brookman and Moir Streets Guidelines.

In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Deemed-to-Comply/ Acceptable Outcomes	Requires the Discretion of Council
Front Fence	✓	
Building Setbacks/Boundary Wall	✓	
Building Height	✓	
Roof Form	✓	
Open Space	✓	
Outdoor Living Areas	✓	
Landscaping (R Codes)	✓	
Privacy	✓	
Parking & Access	✓	
Solar Access		✓
Heritage Policy	✓	
Brookman and Moir Streets Guidelines	✓	

Detailed Assessment

The R Codes allow proposals to be assessed in two ways – either by meeting the deemed-to-comply standards, or by being considered under the design principles.

The planning element of the application that does not meet the applicable deemed-to-comply standard and requires the discretion of Council is shown below.

Solar Access	
Deemed-to-Comply Standard	**Proposal**
R Codes – Clause 5.4.2 Shadow to No. 4 Brookman Street permitted: 25 percent.	 Shadow to No. 4 Brookman Street proposed: 30.3 percent.

This element has been assessed against the relevant design principles and objectives in the Comments section below.

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (Planning Regulations) for a period of 14 days between 8 July 2025 and 21 July 2025. In accordance with the City's Community and Stakeholder Engagement Policy, the method of consultation included a notice on the City's website and 77 letters being sent to landowners and occupiers with properties in the Brookman and Moir Heritage Area, as shown in **Attachment 1**.

At the conclusion of the consultation period three submissions were received, of which two objected and one support was received. The objections cited concerns regarding heritage values being degraded by the bulk and scale of the development and visual privacy. The submission in support of the proposal noted that it would result in an improved streetscape outcome.

The proposal meets the acceptable outcomes of the Heritage Area Policy and the deemed-to-comply standards in the Brookman and Moir Streets Guidelines in regard to height and setbacks.

The proposal also meets the deemed-to-comply criteria in the R Codes for visual privacy for all major openings.

A summary of the applicant and Administration's responses to the comments received are included in **Attachment 4** and **Attachment 5**, respectively.

Amended plans were provided on 28 January 2026 which re-located the existing car bay from the front setback area to the rear and with access from Wellman Street. The amended plans were not advertised as per the City's Community and Stakeholder Engagement Policy because they meet the deemed-to-comply provisions.

<u>Heritage Council of Western Australia (HCWA)</u>

The application was referred to the HCWA for comment in accordance with Section 73 of the *Heritage Act 2018* because it is a registered place on the State Register of Heritage Places.

The HCWA supported the proposal, subject to conditions, and advised as follows:

- *The proposed rear addition will be distinguishable as new and not visible from the primary streetscape, therefore, will have no impact on the visual setting of the place.*
- *The proposed removal of render and acrylic paint will have a beneficial impact on the breathability of the built fabric and will address the rising damp issue.*
- *The reinstatement of heritage details such as, timber windows, ogee gutters, rolled-top ridges in keeping with the neighbouring dwellings will have a positive outcome on the place.*

The HCWA's recommended condition is:

- *For the approved works the application of chemical injection treatments shall not be used as an intervention, however, the installation of a Damp Proof Course can be supported using alternate methods to the satisfaction of the Director of Historic Heritage Conservation. Following the render removal, ongoing damp monitoring shall be undertaken to track changes in moisture levels and guide any future remedial actions.*

This condition has been included in the officer recommendation, with minor amendments to ensure it is clearly framed as a planning condition. The wording has been refined to provide greater certainty, set out approval processes, and ensure the requirement is enforceable, while maintaining the intent of the HCWA's recommended wording.

Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred to the City's DRP Member with heritage expertise to provide independent design advice against the 10 Principles of Good Design. The table below provides a summary of this application's design review assessment progress.

Design Review Progress	
	Supported
	Pending further attention
	Not supported
	No comment provided/Insufficient information

	DRP Member
	Referral 1 – 2 December 2025
Principle 1 – **Context & Character**	
Principle 2 – **Landscape Quality**	
Principle 3 – **Built Form and Scale**	
Principle 4 – **Functionality & Built Quality**	
Principle 5 – **Sustainability**	
Principle 6 – **Amenity**	
Principle 7 – **Legibility**	
Principle 8 – **Safety**	
Principle 9 – **Community**	
Principle 10 – **Aesthetics**	

The DRP Member advised that they are supportive of the proposal for the following reasons:

- The proposed demolition is limited to a deteriorated, low-significance rear section that does not contribute to heritage value, allowing a more functional layout while retaining all meaningful heritage fabric.
- Restorative front-façade works reinstate authentic Federation Queen Anne detailing consistent with the Brookman and Moir Streets Heritage Guidelines, improving streetscape integrity and heritage authenticity.
- Rear and upper-level additions are sensitively designed to remain hidden from Brookman Street, respect setbacks and height limits, and minimise overshadowing, maintaining the character of the heritage area.
- Materials and finishes are sympathetic yet distinguishable from original fabric, while restoration works use authentic heritage-appropriate materials and colours.
- Upper-level massing is recessed, below the original ridge, and broken into smaller elements, reducing visual bulk and ensuring the proposal does not dominate adjoining properties.
- Design elements of the proposed fence being limestone rendered piers and plinth are suitable for the character of the house and the heritage area.

The DRP advice has been considered in the City's assessment.

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Heritage Act 2018*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- Burra Charter (Australia ICOMOS, 2013);
- State Planning Policy 3.5 – Historic Heritage Conservation;
- Residential Design Codes Volume 1;
- City of Vincent Local Planning Scheme No. 2;
- Local Planning Policy No. 7.1.1 – Built Form Policy;
- Local Planning Policy – Development Guidelines for Heritage Places;
- Local Planning Policy – Heritage Area Guidelines; and
- Community and Stakeholder Engagement Policy.

Planning and Development Act 2005

In accordance with Schedule 2, Clause 76(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Planning Regulations) and Part 14 of the *Planning and Development Act 2005*, the applicant would have the right to apply to the State Administrative Tribunal for a review of Council's determination.

Planning and Development (Local Planning Schemes) Regulations 2015

In accordance with Clause 67(2) of the Deemed Provisions, Council is to have due regard to a range of matters when determining a development application.

For this proposal, the relevant matters include:

- Compatibility of the development with its setting;
- Amenity and character of the locality;
- The heritage significance of the place;
- Consistency with planning policies;
- Submissions received; and
- Advice from the DRP and HCWA.

An assessment against these relevant matters is included in **Attachment 7**.

Burra Charter

The Burra Charter sets out best-practice principles for conserving and adapting heritage places.

It emphasises that new works should be clearly identifiable as contemporary, while being sympathetic and respectful to the cultural significance of the place and its surroundings.

State Planning Policy 3.5 – Historic Heritage Conservation

State Planning Policy 3.5 – Historic Heritage Conservation (SPP 3.5) provides the State's overarching principles for the conservation and management of historic heritage places. The policy guides the preparation of the City's local planning policies on heritage and assessment standards.

Local Planning Policy: Development Guidelines for Heritage Places

This policy provides guidance for assessing alterations, additions, and new works to heritage-listed places. It ensures that any development retains the cultural heritage significance of the property, is sympathetic to the existing building and streetscape, and is well-integrated and sustainable to support the long-term conservation of heritage places.

Brookman and Moir Streets Guidelines

The Brookman and Moir Streets Guidelines form part of the City's Local Planning Policy – Development Guidelines for Heritage Places and apply specifically to development within the heritage area.

The purpose of the Guidelines is to protect the heritage significance of the precinct by ensuring that alterations and additions maintain the consistent scale, form and streetscape character of the late-19th-century semi-detached dwellings that define the area.

The Guidelines include objectives and deemed-to-comply standards for matters such as building height, setbacks, roof form, demolition, fencing, landscaping and parking.

Where the proposal meets the deemed-to-comply standards it is considered acceptable. Where a standard is not met, the proposal must be assessed against the objectives of the Guidelines.

RISK MANAGEMENT IMPLICATIONS:

There are minimal risks to Council and the City's business function when Council exercises its discretionary power to determine a planning application, provided the decision is based on a proper consideration of the planning framework and is supported by clear reasoning.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's Strategic Community Plan 2022-2032:

Sensitive Design

Our built form character and heritage is protected and enhanced.

Innovative and Accountable

Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.

SUSTAINABILITY IMPLICATIONS:

Sustainable Vincent Framework

These provisions are in keeping with the Healthy and Thriving City priority objective of the Sustainable Vincent Framework to support and influence our wider City to maintain sustainability leadership and create thriving places.

Enhanced Environment Strategy

These provisions are in keeping with the Urban Greening & Biodiversity, and Resource Conservation & Waste sustainability outcomes of the Enhanced Environment Strategy.

The City has assessed the application against the environmentally sustainable design provisions of the City's Policy No. 7.1.1 – Built Form.

The proposal includes removal of hardstand within the front setback and replacement with landscaping and tree planting, which contributes to urban greening and improved streetscape presentation. Retention and adaptation of the existing heritage building is consistent with the heritage protection framework and also supports resource conservation by avoiding unnecessary demolition and reconstruction. Solar panels are also proposed to be relocated to the upper floor.

PUBLIC HEALTH IMPLICATIONS:

There are no significant public health implications arising from this application. The works relate to alterations and additions to an existing dwelling and do not introduce any new land use or activity that would affect surrounding residents in terms of noise, amenity or environmental health.

The proposal includes removal of hardstand within the front setback and replacement with landscaping and tree planting, which will improve the streetscape and contribute to a more liveable environment for residents and the community.

FINANCIAL/BUDGET IMPLICATIONS:

There are no direct financial or budget implications arising from the determination of this application. However, as with any discretionary planning decision, there is a possibility that the determination may be subject to review by the State Administrative Tribunal (SAT), which can result in legal and consultant costs being incurred by the City.

The extent of these costs depends on the complexity of the matter. The cost of defending a SAT appeal that proceeds to a full hearing can be approximately $20,000 or more.

COMMENTS:

Summary Assessment

The application has been assessed against the relevant planning framework and is recommended for approval. The following key comments summarise the assessment:

- The proposed second storey addition is designed to not visually intrude on surrounding heritage places or the overall Brookman Street streetscape. The upper floor addition is located behind the original roof ridge and is sited and massed so that it is not visible from Brookman Street. This ensures the original building remains the dominant element when viewed from the public realm. The materials and finishes used are sympathetic and distinguishable from the original materials.
- The restoration works reinstate the original Federation Queen Anne detailing which is consistent with the Brookman and Moir Streets Guidelines and an improvement to the existing streetscape. The relocation of the car bay from the front setback area to the rear and introduction of a new fence and soft landscaping with an additional native tree and vegetation improves the presentation of the site to the streetscape of Brookman Street.
- The demolition proposed is to a non-contributory section of the rear skillion extension, which means the demolition does not impact the cultural heritage significance of the place and is supported by the Brookman and Moir Streets Guidelines. Fencing is also being removed and reconstructed in complementary colours and materials consistent with the character of the house and heritage area.
- Shadow impacts to the dwelling at No. 4 Brookman Street are acceptable, as primary outdoor living spaces retain adequate solar access at various times of the day throughout the year. The existing site results in shadowing above the deemed-to-comply standard due to the current built form and boundary fencing. The upper-floor addition has been designed to minimise additional impacts, with most of the additional overshadowing largely confined to roof areas and a small portion affecting a grassed area of the outdoor living area at the winter solstice. Both the setbacks and height to the upper floor meet the deemed-to-comply provisions.
- The proposal meets all the deemed-to-comply standards of the Brookman and Moir Streets Guidelines including demolition, conservation, built form, fencing and car parking. DRP and HCWA also support the proposal.

Solar Access for Adjoining Sites

The proposed solar access for adjoining sites satisfies the relevant Design Principles of the R Codes and Local Housing Objectives of the Built Form Policy for the following reasons:

- Impact on Outdoor Living: The majority of overshadowing from the proposed additions fall to the roof of the southern adjoining property at No. 4 Brookman Street. The upper floor addition would result in an increase to the current overshadowing from 27.4 percent existing to 30.3 percent, with an overall 8.60 square metres increase in shadowing created by the upper floor addition. The location of this overshadowing impact is illustrated by **Figure 1** below. The properties are orientated east-west which means they are prone to greater overshadowing at winter solstice (21 June) when overshadowing is at its greatest.

  The majority of the additional shadowing falls on the roof of the adjoining dwelling. There is 2.90 square metres of the additional overshadowing created by the upper floor addition impacting the neighbouring outdoor living area. This is acceptable due to the extent of the remaining outdoor living area with access to northern light being available. The adjoining rear outdoor living area is 81.90 square metres, of which 22.40 square metres, or 27 percent, of the total area is impacted by overshadowing during the winter solstice. The adjoining property's outdoor setting is located to the southern boundary of the lot with uninterrupted solar access and is away from the subject site.

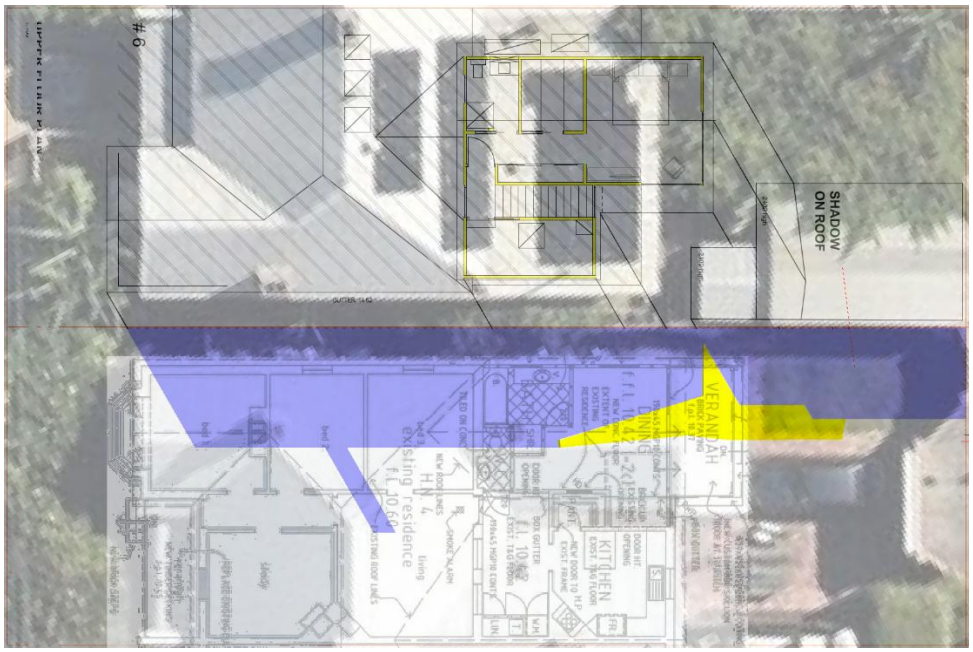


***Figure 1**: Overshadowing diagram, with purple indicating existing shadow and yellow indicating the additional shadowing proposed by the upper floor extension.*

- Impact on Habitable Rooms and Roof Mounted Solar Collectors: The additions would not result in any further impacts to major openings of the adjoining property. Existing major openings at No. 4 Brookman Street facing north are currently overshadowed by the existing house, with the impacts of the addition falling on the roof and outdoor area as shown in **Figure 1**. The neighbouring property does not have solar collectors.
- DRP Support: The DRP Member was supportive of the design, particularly the massing of the roof form being low profile which minimises overshadowing impact and successfully mitigates bulk impacts.

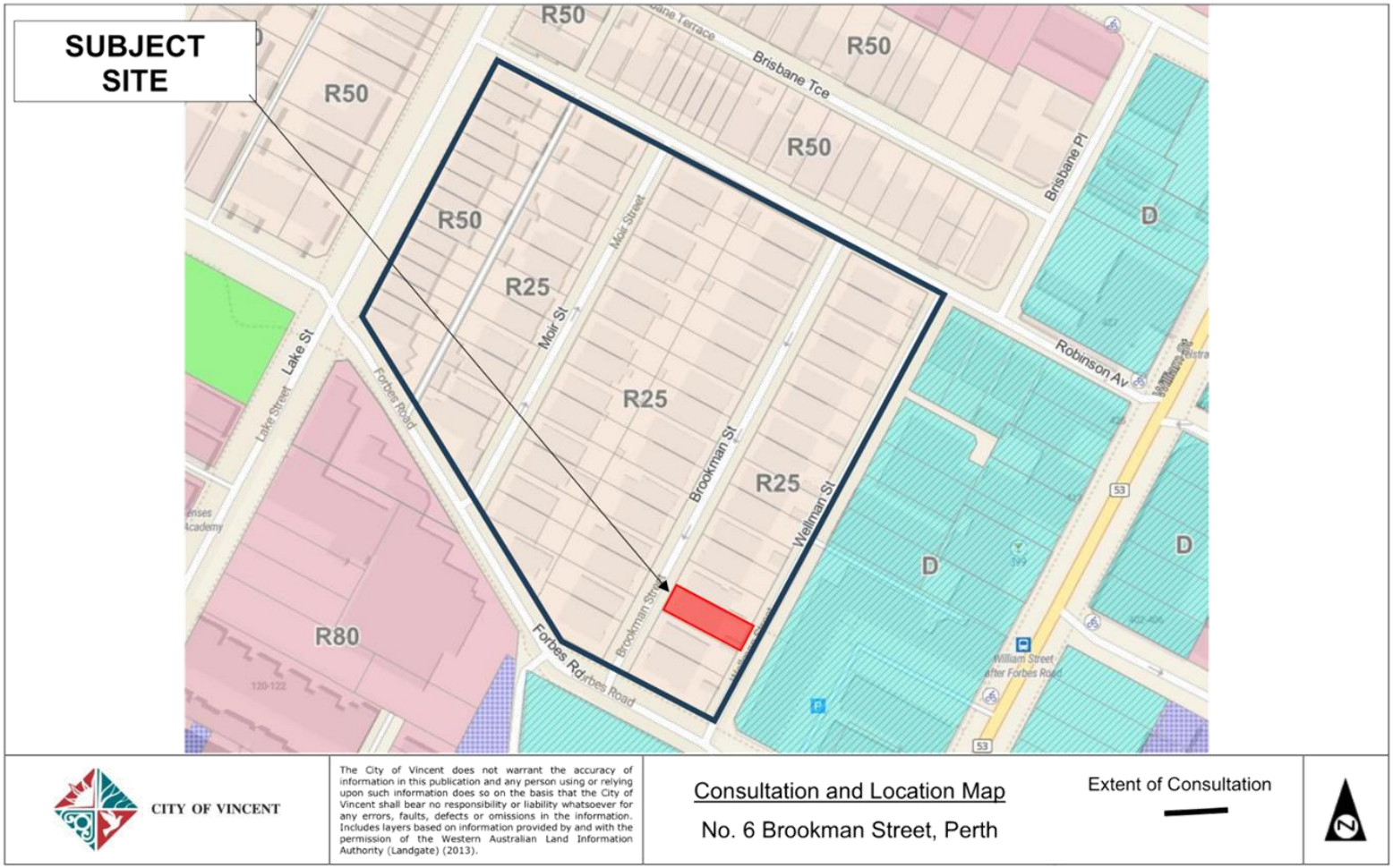
Parking, Access and Streetscape

- Additional Street Parking Capacity: The proposal includes the removal of an existing 3.7 metre wide crossover, which reduces the number of vehicle access points to Brookman Street. This would result in the ability to provide one additional on-street parking bay to Brookman Street. A condition is also recommended relating to the removal of the redundant crossover.

Heritage

- Development response to Heritage Area:
  - The proposed demolition and additions respond to the Heritage Policy and Brookman and Moir Streets Guidelines. The proposal satisfies the deemed-to-comply standards for building height, setbacks and roof form.
  - The upper-floor addition is located behind the original dwelling and is not visible from Brookman Street, ensuring the original building remains the dominant element within the streetscape and visually recessive from Wellman Street.
  - The demolition is limited to non-contributory fabric and does not impact the cultural heritage significance of the place.
  - The restoration works improve the presentation of the dwelling and are consistent with the architectural character of the heritage area. It improves heritage value of the site through updating the fencing and façade treatment materials of the dwelling to the Federation Queen Anne Style.
  - As demonstrated in the perspectives of **Attachment 2**, the upper floor addition is sympathetic to the context, being appropriately positioned and massed to retain the existing single storey appearance from Brookman Street.
  - The proposal maintains the established scale, form and streetscape character of the precinct and is consistent with the objectives of the Brookman and Moir Streets Guidelines.

- DRP and HCWA Support:
  - The DRP Member with heritage expertise supports the proposal, stating it improves the aesthetic quality of the dwelling, while remaining sympathetic to the heritage character of the area.
  - The DRP Member also confirmed that the rear and upper-level additions are sensitively designed to remain hidden from Brookman Street, respecting setbacks and height limits whilst minimising overshadowing and maintaining the character of the heritage area.
  - The HCWA also supports the proposal, due to the location and massing of the addition being concealed from the primary street.


SUBJECT SITE
R50
R25
R80
D
Brisbane Tce
Moir Street
Moir St
Lake St
Forbes Road
Brookman St
Wellman St
Robinson Av
Brisbane Pl
William Street after Forbes Road
CITY OF VINCENT
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Consultation and Location Map
No. 6 Brookman Street, Perth
Extent of Consultation
N

SUBJECT SITE
Brookman St
Wellman St
Forbes Rd
Lane
CITY OF VINCENT
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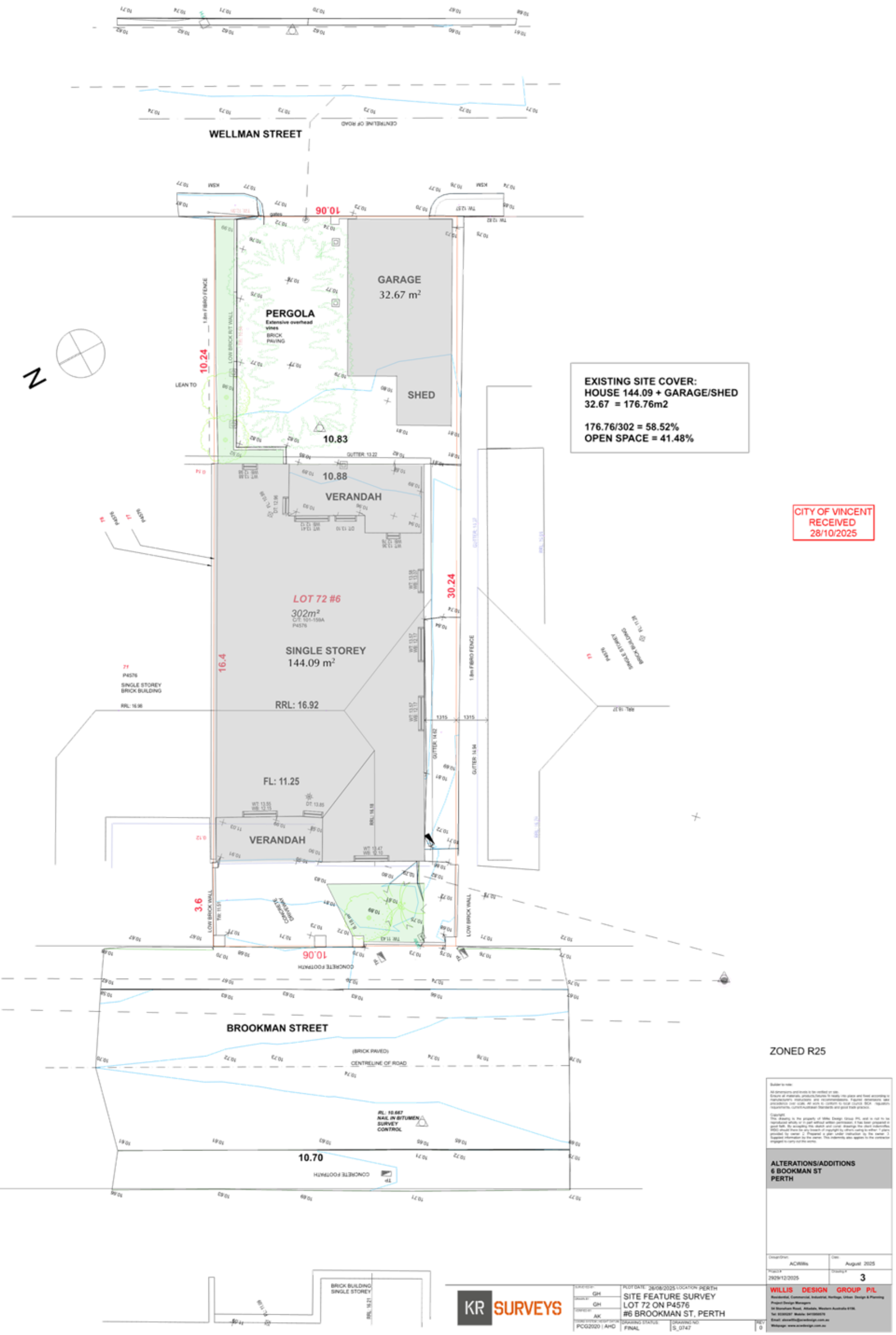
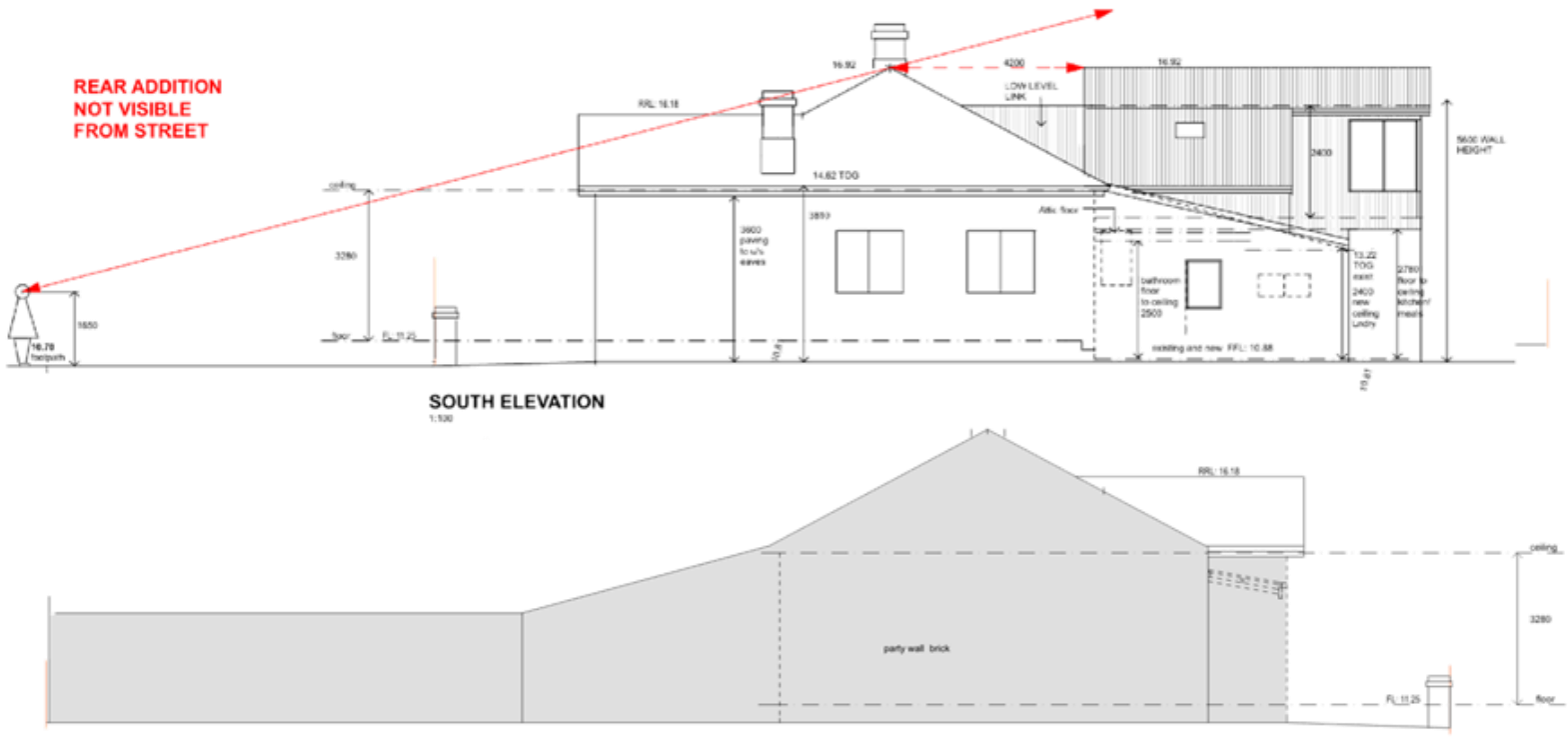
No. 6 Brookman Street, Perth
N

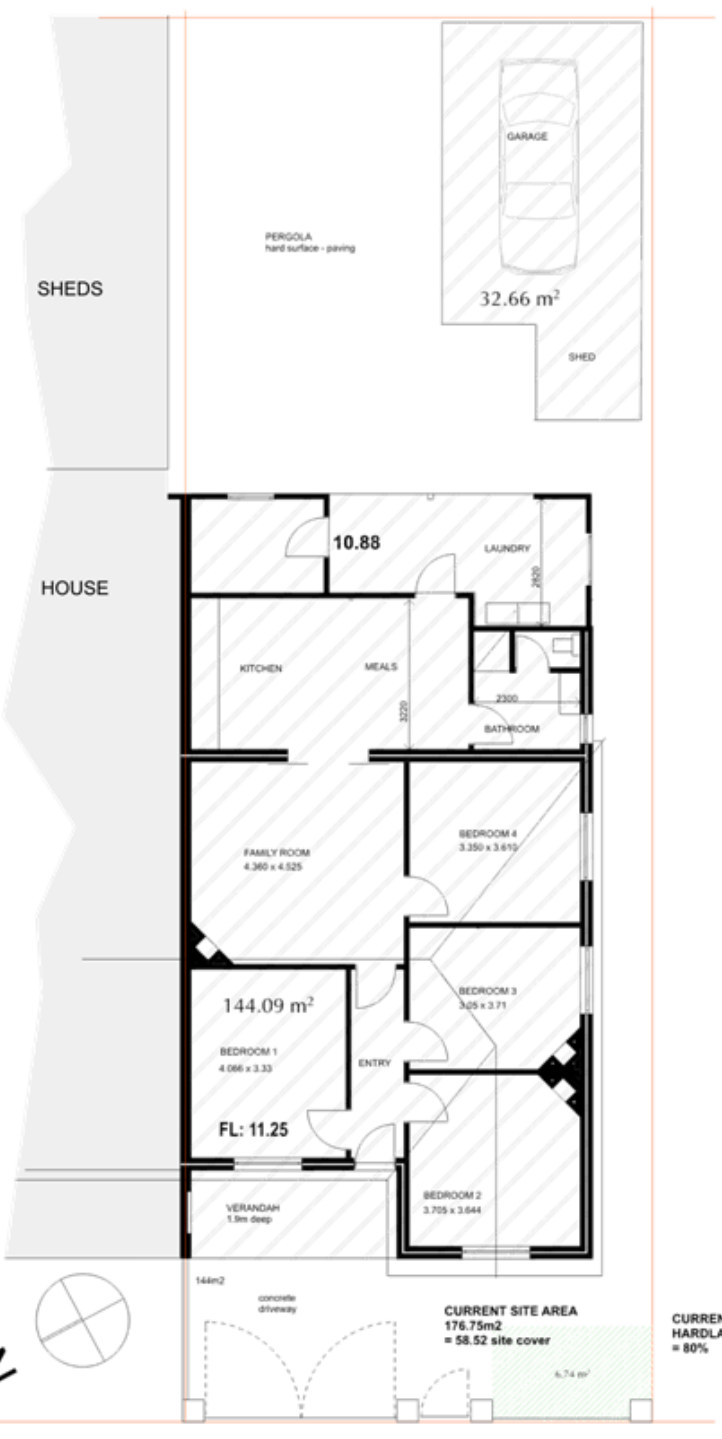

WELLMAN STREET
CENTRELINE OF ROAD
10.06
GARAGE
32.67 m²
PERGOLA
Extensive overhead vines
BRICK PAVING
1.8m FIBRO FENCE
LOW BRICK RET WALL
10.24
LEAN TO
SHED
10.83
GUTTER: 13.22
10.88
VERANDAH
LOT 72 #6
302m²
C/T: 101-159A
P4576
SINGLE STOREY
144.09 m²
30.24
16.4
P4576
SINGLE STOREY BRICK BULDING
RRL: 16.96
RRL: 16.92
FL: 11.25
VERANDAH
GUTTER 14.62
GUTTER 14.94
1315
1315
3.6
LOW BRICK WALL
CONCRETE DRIVEWAY
10.06
CONCRETE FOOTPATH
BROOKMAN STREET
(BRICK PAVED)
CENTRELINE OF ROAD
IRL: 10.667
NAIL IN BITUMEN
SURVEY CONTROL
10.70
CONCRETE FOOTPATH
BRICK BUILDING SINGLE STOREY
RRL: 16.21
N
EXISTING SITE COVER:
HOUSE 144.09 + GARAGE/SHED 32.67 = 176.76m2
176.76/302 = 58.52%
OPEN SPACE = 41.48%
CITY OF VINCENT
RECEIVED
28/10/2025
ZONED R25
ALTERATIONS/ADDITIONS
6 BOOKMAN ST
PERTH
ACWillis
August 2025
2929/12/2025
3
WILLIS DESIGN GROUP P/L
KR SURVEYS
GH
GH
AK
PLOT DATE: 26/08/2025 LOCATION: PERTH
SITE FEATURE SURVEY
LOT 72 ON P4576
#6 BROOKMAN ST, PERTH
PCG2020 | AHD
FINAL
S_0747
0

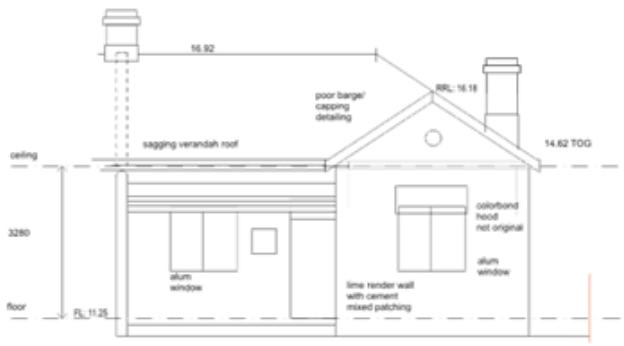


8 BOOKMAN STREET - NORTH
1:100

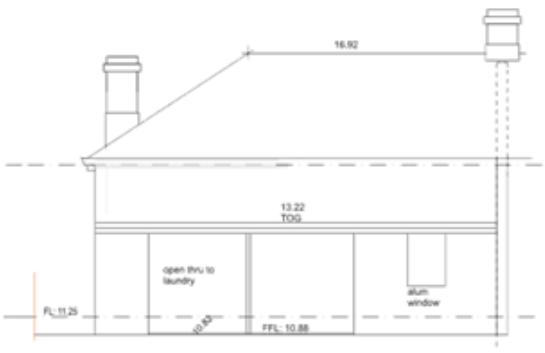
EXISTING

NOTES:
Limestone footings
Brick cavity walls
Corrugated metal roof
Concrete floors
Lime Plaster (as per acid test)





WEST
1:100



EAST
1:100

WEST - STREET VIEW (fence)
1:100

CITY OF VINCENT
RECEIVED
28/10/2025

ALTERATIONS/ADDITIONS
6 BOOKMAN ST
PERTH

Design/Drwn:	Date:
ACWillis	August 2025
Project #	Drawing #
2929/12/2025	4

WILLIS DESIGN GROUP P/L
Residential, Commercial, Industrial, Heritage, Urban Design & Planning
Project Design Managers
34 Stoneham Road, Attadale, Western Australia 6156.
Tel: 91565297 Mobile: 0419956570
Email: alcwillis@acwdesign.com.au
Webpage: www.acwdesign.com.au

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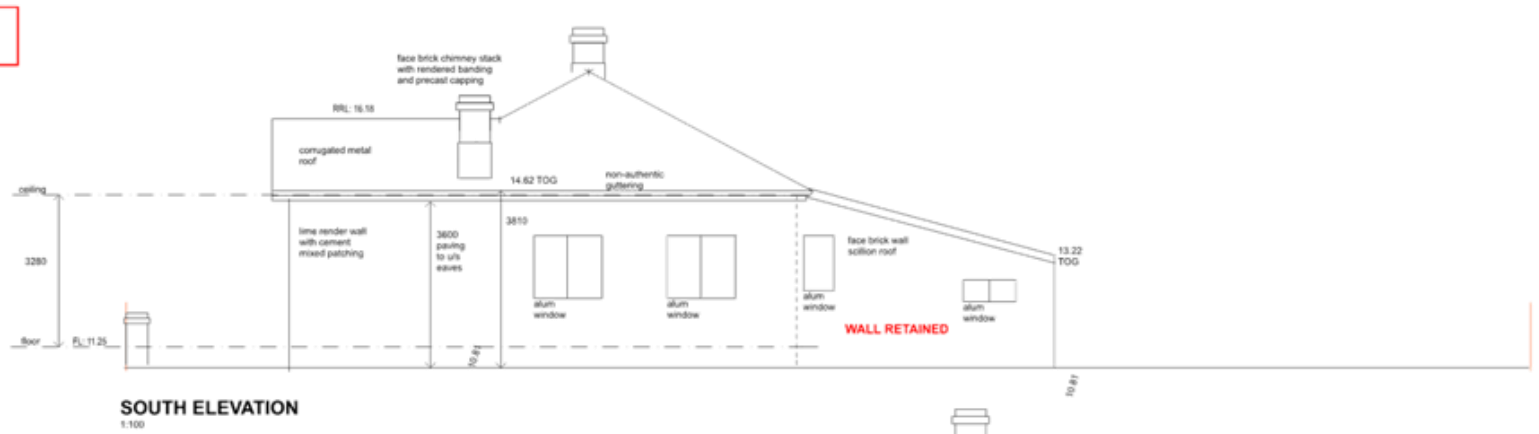
15/03/2026

Amended Plan



SOUTH ELEVATION
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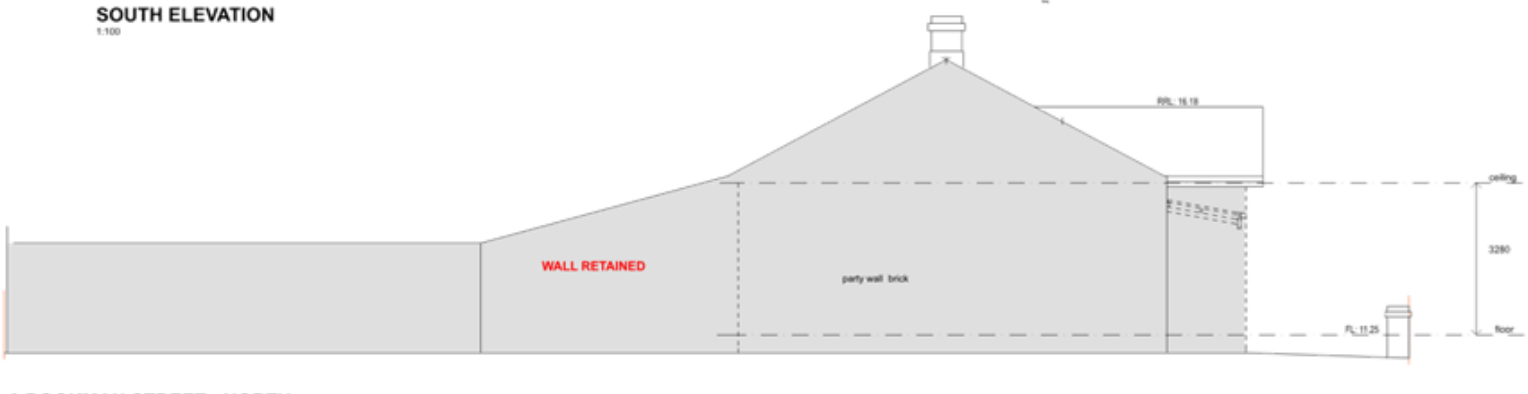
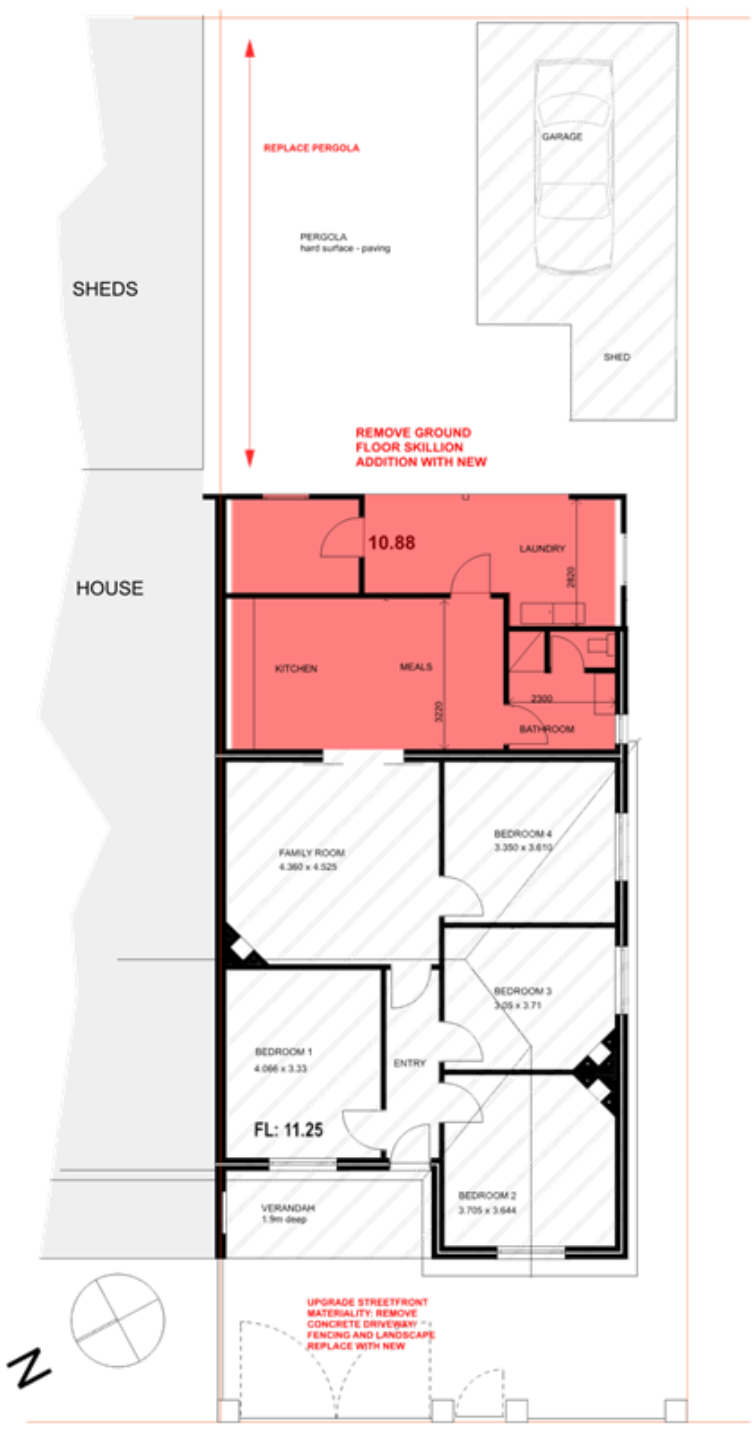


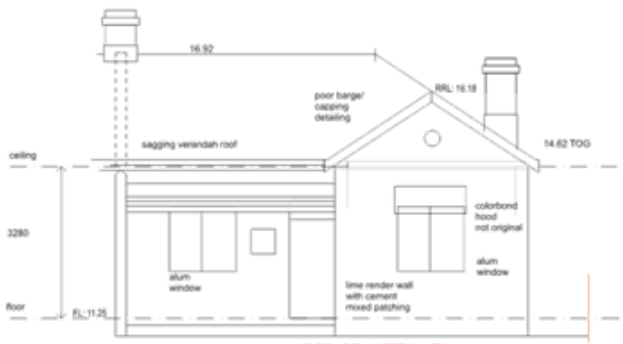
8 BOOKMAN STREET - NORTH
1:100

EXISTING

NOTES:
Limestone footings
Brick cavity walls
Corrugated metal roof
Concrete floors
Lime Plaster (as per acid test)

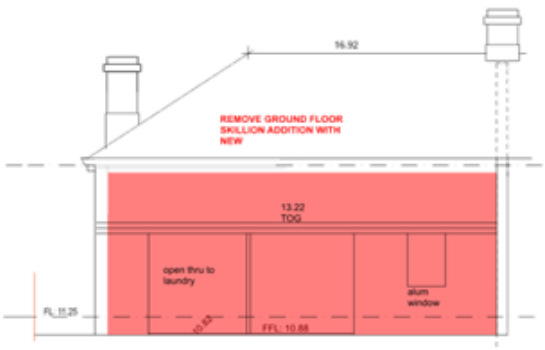


DEMOLITION PLAN 1:100



WEST
1:100

UPGRADE MATERIALITY TO STREETFRONT



EAST
1:100

WEST - STREET VIEW (fence)
1:100

ALTERATIONS/ADDITIONS
6 BOOKMAN ST
PERTH

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Project #: 2920/12/2025	Drawing #: 9

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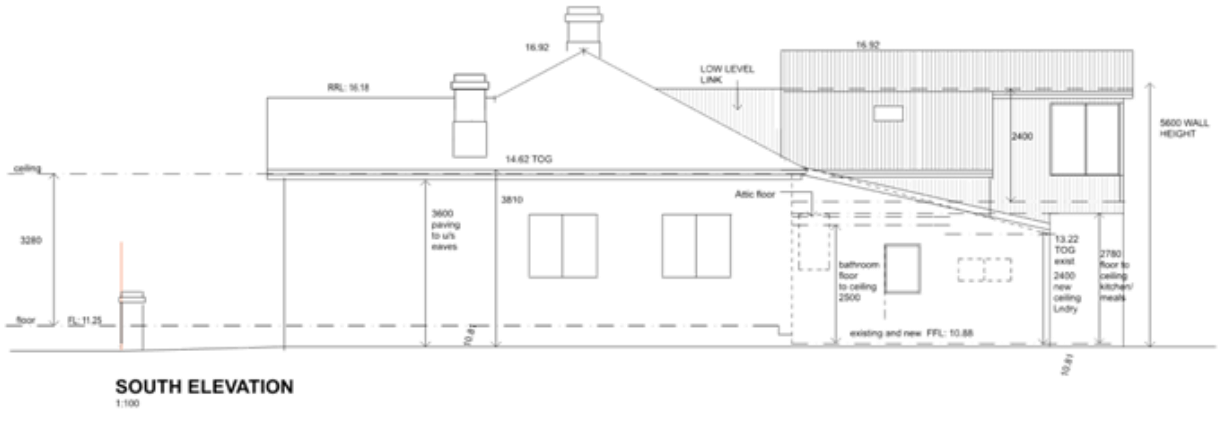
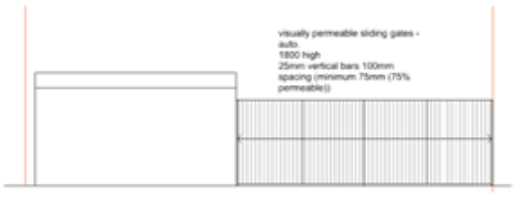


SOUTH ELEVATION
1:100

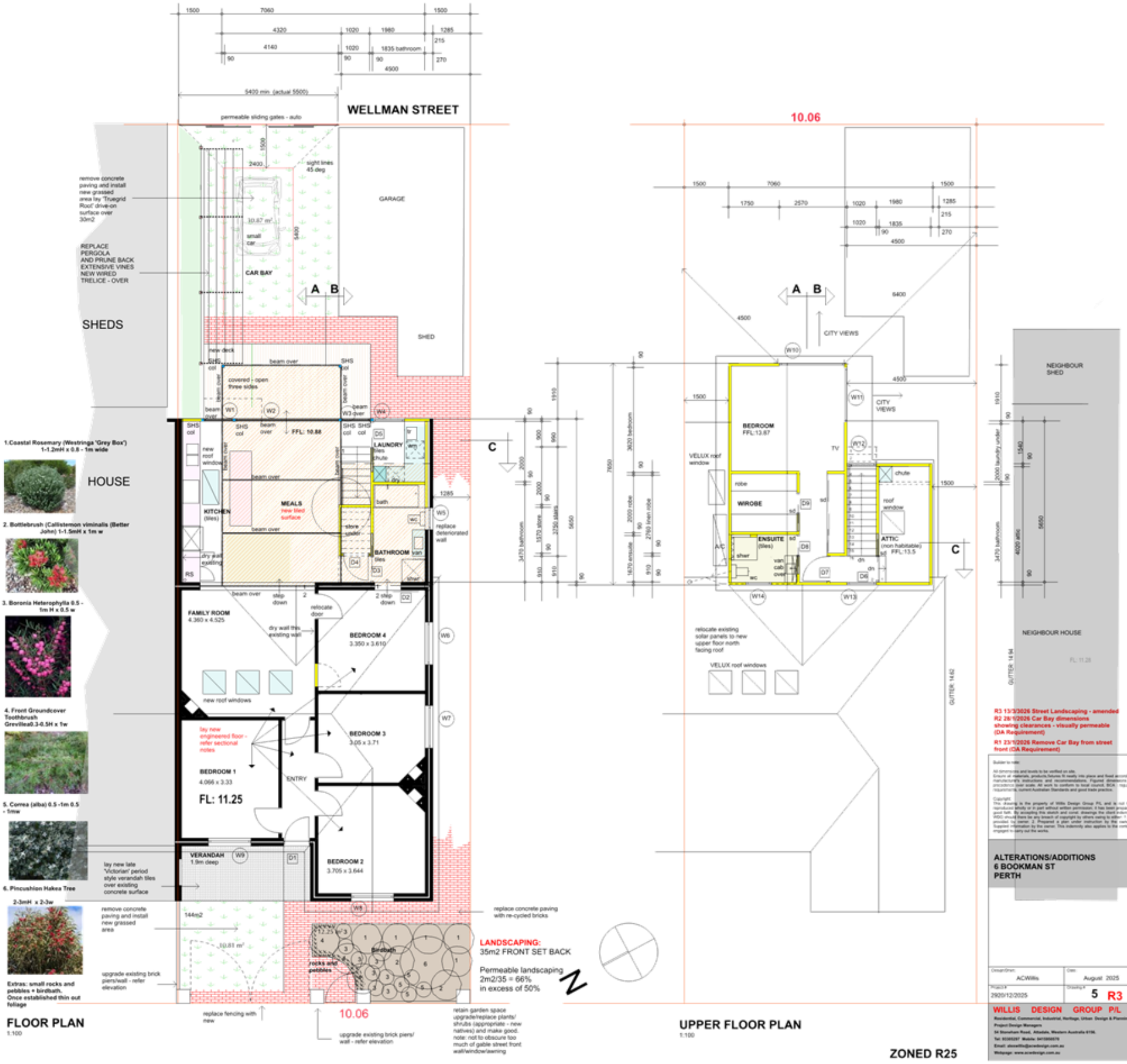
INTERNAL WALLS - RISING DAMP
(note timber floors removed many years ago and replace with concrete) unknown wall dpc (or failing) or membrane under

Where occurring adopt the following measures:
Establish if mould or rising damp.
If mould clean with 1:4 mild vinegar solution, maintain a well ventilated room, dry thoroughly. If returns weeks or months later cause likely rising damp particulary if salts/crumbling, bubbling paint present.
repaint with breathable paints, not acrylic based.

Rising Dampcamp clean mould and surface
1. remove skirting and put aside for future re-install
2. remove existing plaster (gently chip away) 1000 from floor or extent of rising damp
3.remove contaminated salts using i) brush wall of salts ii) apply Westox 'Cocoon poultice paste, cover with paper or thin cloth: once dry (2 weeks) peel off (should be a crust). repeat again until salt activity reduces.
4/5/6 Refer Heritage Impact Statement - Monitoring
7. Apply lime based replastering such as Eastcote premixed - breathable.
8 reattach skirting by way of plug and screws (not nails)
9 repaint walls first by removing acrylic paint via sanding,poultice,steaming thoroughly dry
10. Apply breathable paint (casein milk) or other clay based paints



WELLMAN STREET ELEV



FLOOR PLAN
1:100

UPPER FLOOR PLAN
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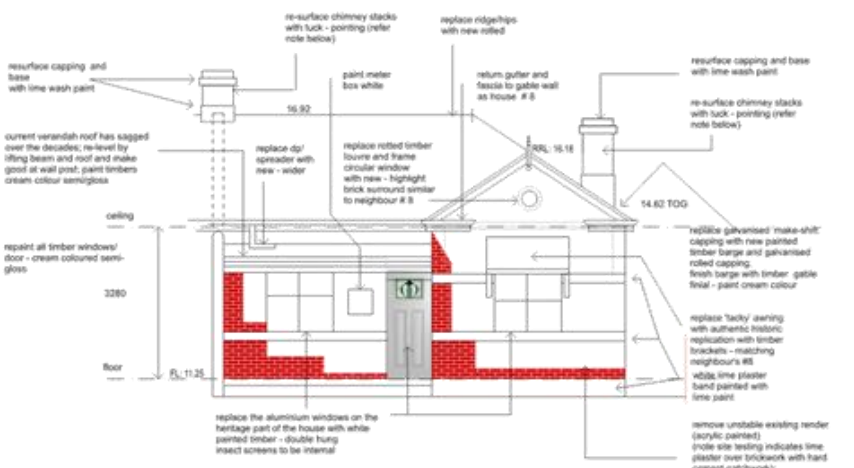
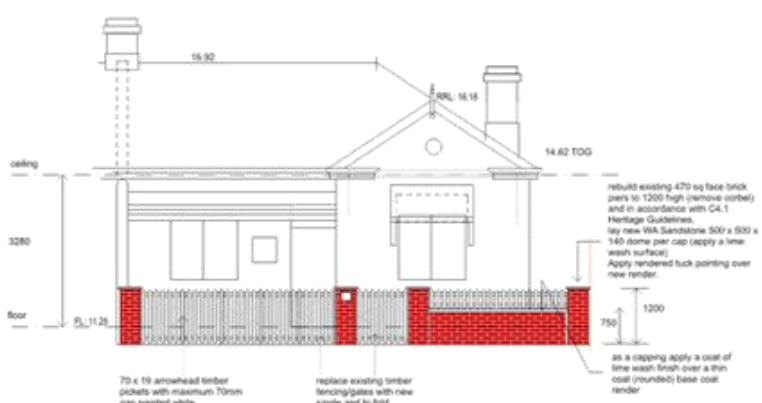
ZONED R25



WEST - BOOKMAN STREET - RESTORATION HOUSE
1:100



WEST - BOOKMAN STREET - FENCING
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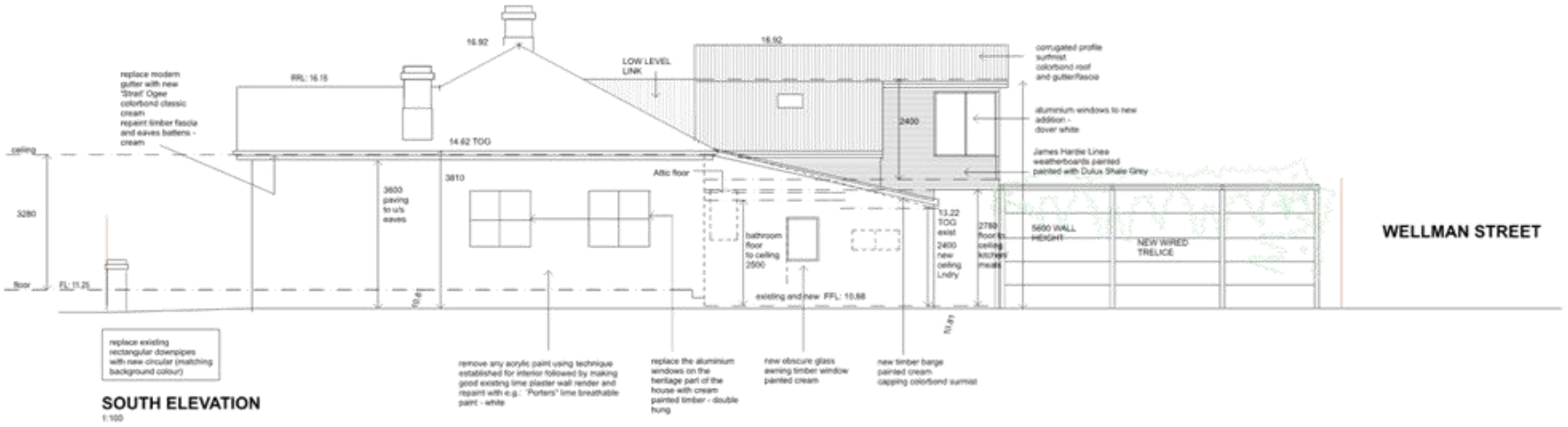

SOUTH ELEVATION
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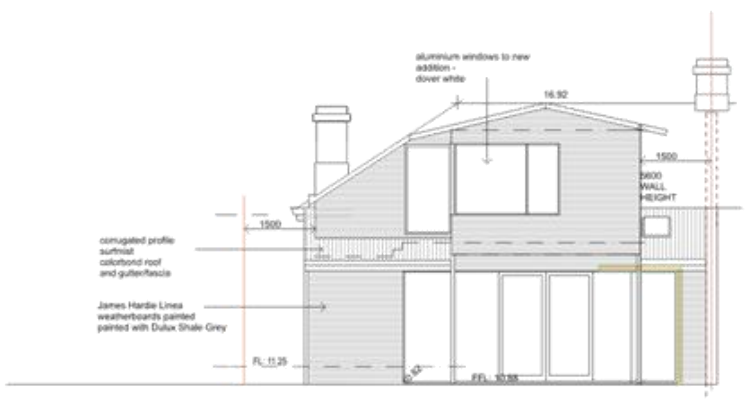

EAST
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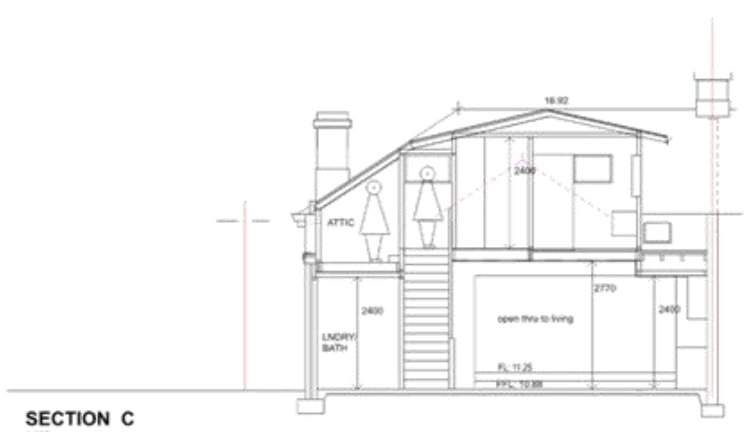
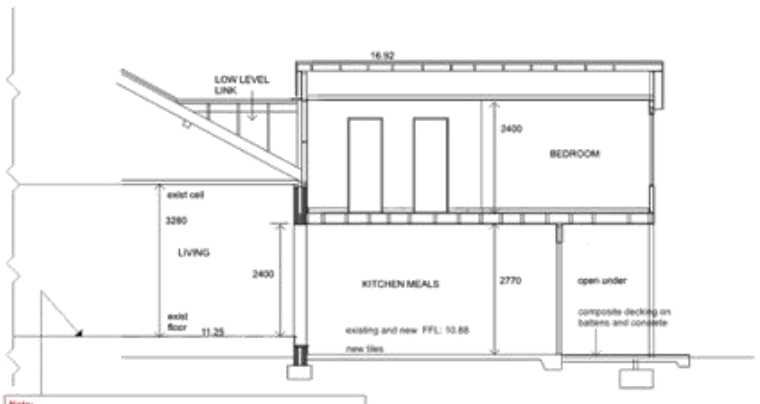


SECTION C
1:100

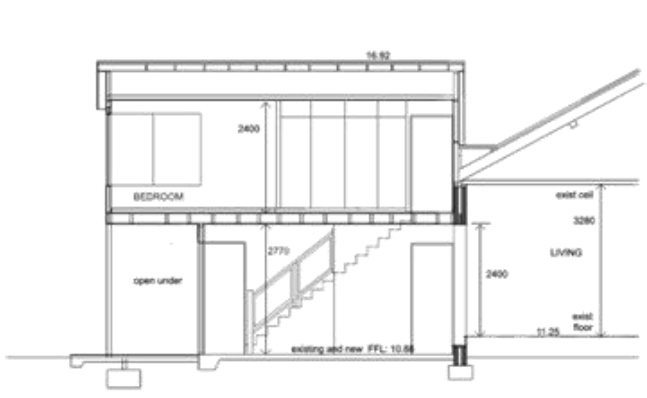


SECTION A
1:100

Note:
Existing concrete floors are not level and fall away not rise.
Lay new floor over

1. Following cleaning of floor, apply 'Ardex' Liquid Membrane over existing concrete slab
2. Lay H3 min 68 x 19 hardwood battens @ 450 ctrs. Grade battens to suit floor
3. Lay 18mm marine grade plywood
4. Lay Bosch or similar 190 x 15 engineered 'Exsquisite Oak lime wash flooring

Cut all doors at base to allow for new flooring; entry door to have new jamah threshold and weather seals under.



SECTION B
1:100

Builder to note:
All dimensions and levels to be verified on site.
Ensure all materials, products/volumes to readily into place and fixed according to manufacturer's instructions and recommendations. Figured dimensions take precedence over scale. All work to conform to local council BCA regulation requirements, current Australian Standards and good trade practice.

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ALTERATIONS/ADDITIONS
6 BOOKMAN ST
PERTH

Drawn/Drawn	Date
ACWillis	August 2025
Project #	Drawing #
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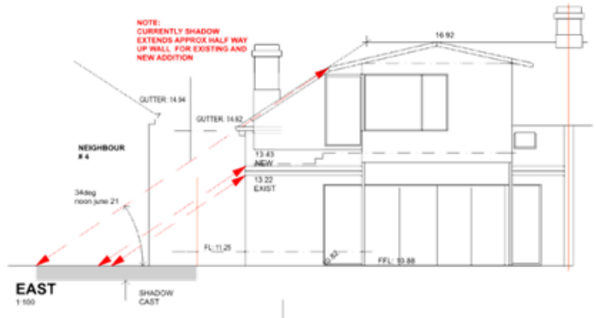
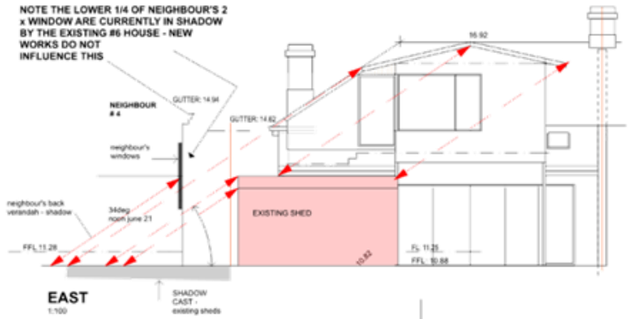
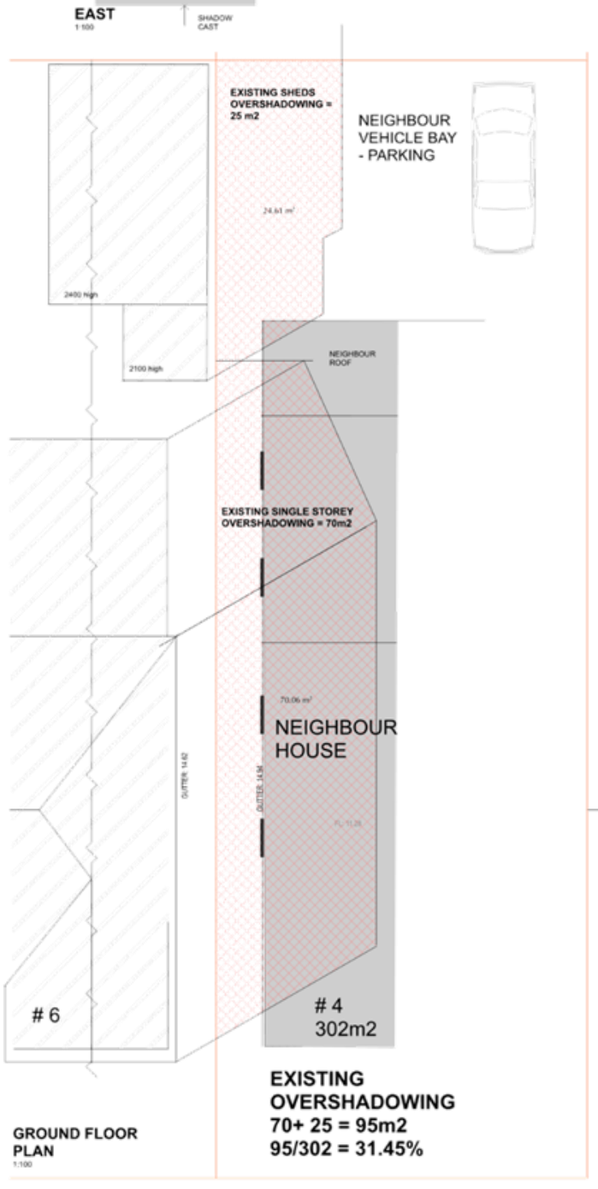
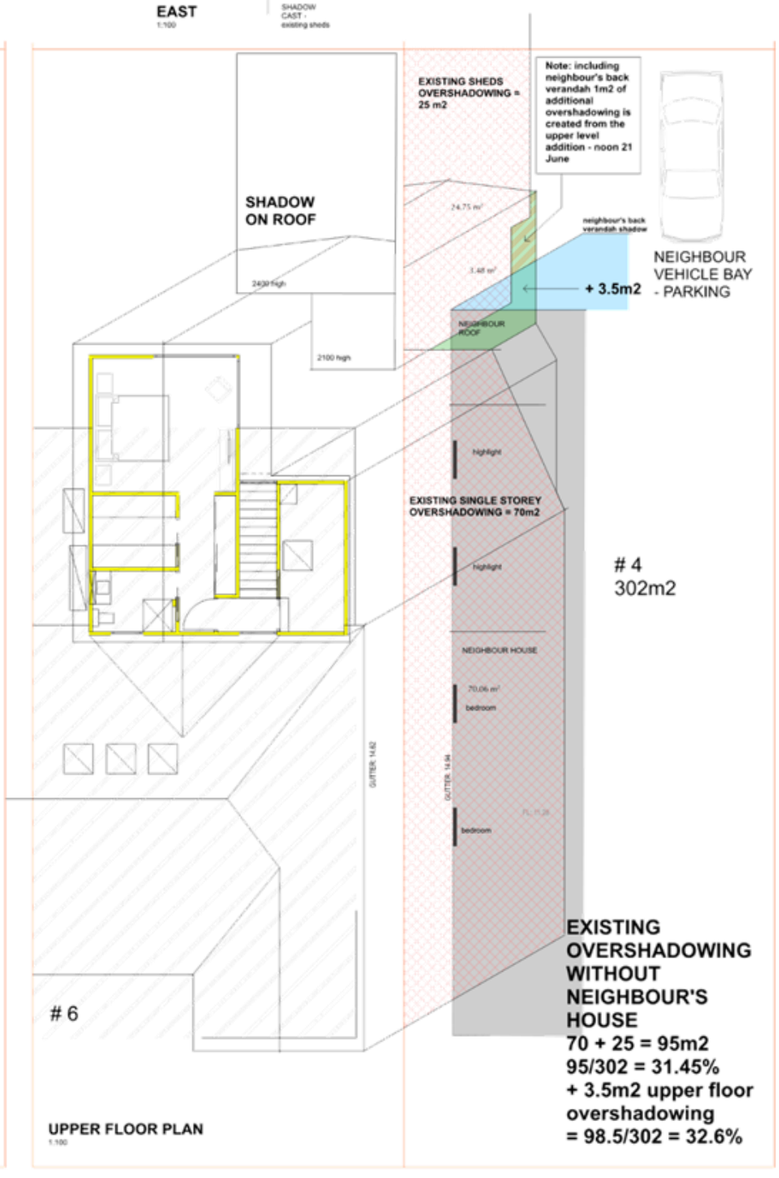
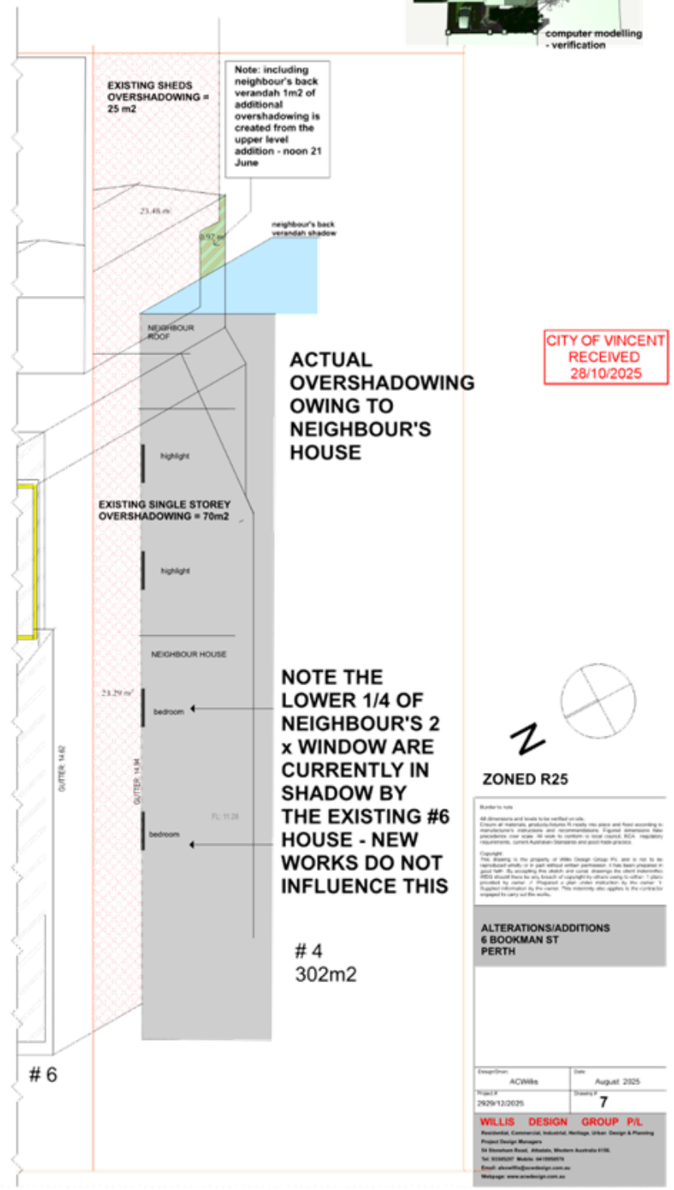
WILLIS DESIGN GROUP P/L
Residential, Commercial, Industrial, Heritage, Urban Design & Planning
Project Design Managers
34 Monsham Road, Attadale, Western Australia 6156
Tel: 0395253587 Mobile: 0473000575
Email: dwillis@awdesign.com.au
Webpage: www.awdesign.com.au











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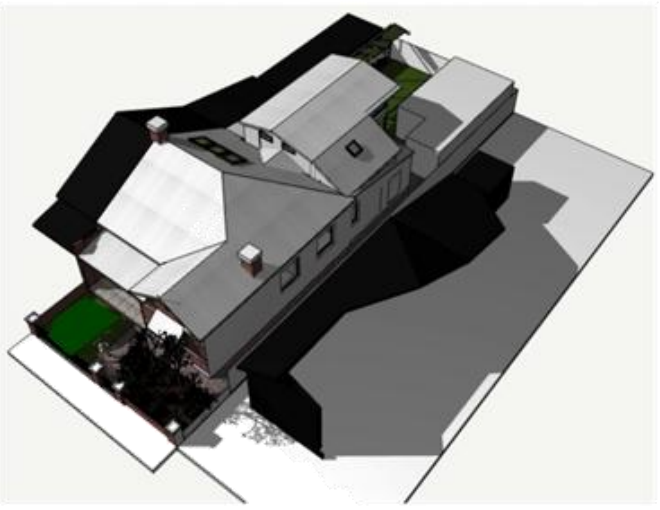

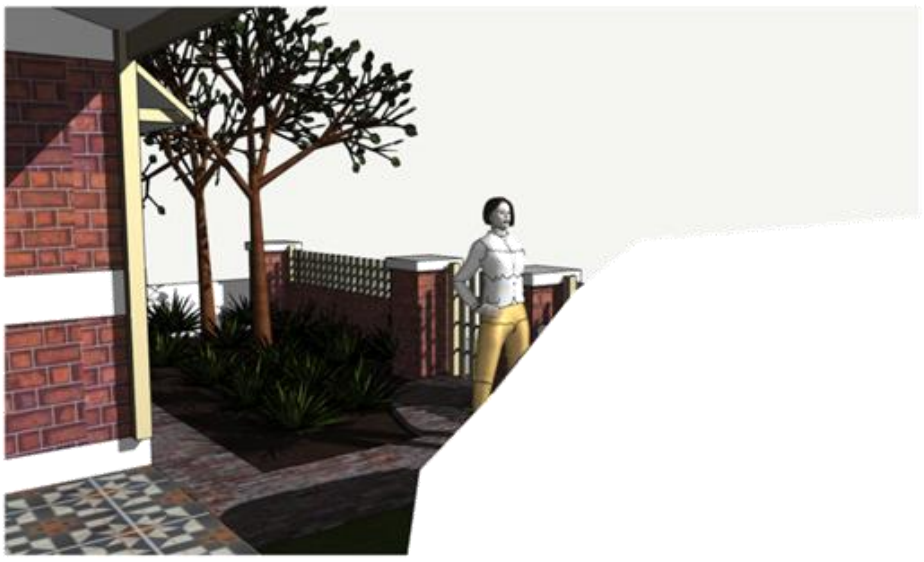

VEHICLE WITHIN STREET FRONT SETBACK REMOVED

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R1 23/1/2026 Remove Car Bay from street front (DA Requirement)

ALTERATIONS/ADDITIONS
6 BOOKMAN ST
PERTH

Drawn/Chkd: ACWills
Date: August 2025
Project #: 2020/12/2025
Drawing #: 8 R1

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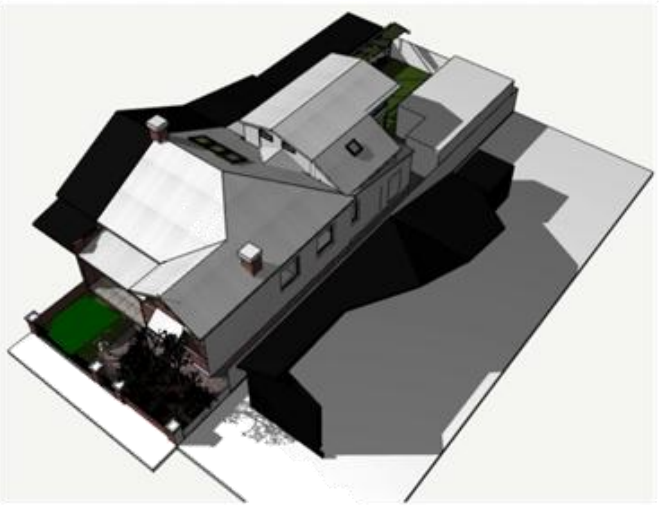

VEHICLE WITHIN STREET FRONT SETBACK REMOVED

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R1 23/1/2026 Remove Car Bay from street front (DA Requirement)

ALTERATIONS/ADDITIONS
6 BOOKMAN ST
PERTH

Drawn/Chkd: ACWillis
Date: August 2025
Project #: 2820/12/2025
Drawing #: 8 R1

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HERITAGE ASSESSMENT AND IMPACT STATEMENT

Alterations and Additions to:

Existing Residence Lot 72 (# 6) Brookman Street Perth.

Fig 1 Brookman street front

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Fig 2 Rear

Prepared by: Alex Willis
M. Cultural Heritage; M. Planning Professional (Urban Design); Cert Bus.Pract.Arch; Dip.Building.Design/Technology; Dip.Interior Design; Dip.Building/Construction (Building); MICOMOS; MPIA; Aff RAIA; MDIA; MAIM; Aff AIB; DMN Acc. (Open Class) M.# 0004.

Heritage, Planning, Building and Design Consultant.

Willis Design Group P/L 9330 5297; 0415950570; 54 Stoneham Road. Attadale.
Project # 2920/12/2025

For: Owners, 6 Brookman Street, Perth. September 2025

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d) Minor Works,,,

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1) **Introduction:**

Built between 1897 – 1898 [1] within the Brookman & Moir Streets precinct, house #6 forms part of a large subdivision established in Perth during the gold boom period. #6 Brookman St is a unique though now compromised example of a Federation Queen Anne style house [1].

In the past several decades the precinct underwent many changes particularly the houses, in terms of additions, renovations, many did not compliment or recognize the heritage values associated with context let alone place. #10 to this day, is evidence of an indifferent and disruptive approach.

In recent years the precinct has witnessed many of its houses undergo extensive restoration works aided by sound local heritage council guidelines and an informed community and owners response to heritage values. As a result there is a demand and responsibility to continue to do so in a manner and style respecting the historic significance of place [1] [4].

2) **Property Details**

House Number 6 Brookman Street Perth.
Lot 72. Area 302m2; Zoned R25.
Brookman & Moir Street Precinct, Statutory Listings, Heritage List, State Register # 03992; 08/5/2007
Municipal Inventory 13/5 1995 Category A. (Conservation Essential)

3) **Statement of Significance.** (Inherit) [1]

a) General

The Brookman and Moir Streets Group is a complete and intact residential development of 1897, undertaken by prominent citizens under William Brookman. The intact working class semi detached houses were constructed in the Federation Queen Anne Style. It demonstrates the social mores and way of life in the developing area north of Perth, at the commencement of the Gold Boom period. It provides a notable example of a late 19th century townscape with its repetitive building forms and development patterns. It is a unique example of a housing estate that includes. The scale of the subdivision and development by a speculative development company is a notable historic and social event of its time. Duplex, 2-4 Brookman Street are integral elements of the Brookman and Mori Streets Group. The form and scale of the typical Federation Queen Anne workers housing was varied in the case of this duplex, with the introduction of the bay windows. This differentiated the duplex pair from the other semi-detached workers housing within the development. It demonstrated the possibility of personalising properties without disrupting the consistent development patterning of the whole development [1].

b) Physical Description. Inherit [1]

An intact residential development dating from 1897 consisting of pairs of attached one storey houses originally built with tuck-pointed red brick and stucco banding, pairs of windows on the gable fronted projection, chimneys and decorative cornices under the eaves line, the houses have undergone degrees of modification from minor to major. With the exception of 2 & 4 Brookman Street, which have bay windows, the houses were originally identical, with identical street setbacks. The one storey duplex pair at No. 2 & 4 Brookman Street are mirror images of each other. Each double fronted duplex has large faceted bay windows under half timbered and stuccoed gables with finials. The verandahs feature decorative timber valances. The two houses have stucco decorated brick chimneys. The front elevation was originally tuckpointed, with stucco banding. Medium density residential setting comprising small garden or paved front setbacks. Some houses have been rendered

and/or painted, original windows and openings have been modified, and chimneys and gable treatments removed or modified.

c) Integrity/Authenticity. Inherit [1]

Intact or redeemable

d) History.

The single-storey duplex dwellings on Brookman and Moir Streets, together with the single residence at 40 Forbes Rd, and the two-storey terraces at 156-184 Lake Street, known as 'Baker's Terrace', were constructed as a single development from 1897. The 15 identical houses in the latter block comprise 'the longest row of two-storey terrace housing in Western Australia' (HCWA). The estate was sited on land reclaimed from Lake Thomson, and was developed by the Colonial Finance Corporation, under William Brookman, a mine developer and Mayor of Perth from 1900-1901. Brookman was interested in the town planning ideas of the time and in his role as mayor helped promote general interest in town planning.

The 29 duplex pairs on Moir and Brookman Streets and the single residence on Forbes Road, were constructed for blue collar workers as they were close enough to the City to save on transport costs. The duplex pairs were of more modest size and design than the terrace houses, but the standard of workmanship was similarly high. The City of Perth rate book listings for Brookman Street show such occupations as miner, accountant, baker, civil servant, engine driver, inspector, painter, lamplighter, government house orderly and barman. The surnames on the WA Electoral Rolls indicate that many of the residents at the time were from migrant families. By 1896 the residents of Brookman still bore many names of European origin but now there were some Asian ones amongst them.

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4) Proposal Overview

a) Contribution of the Place:

i) The proposal retains and conserves the significant fabric of the place in accordance with the principle of doing as much as necessary, as little as possible.

ii) Ensures new works are readily identifiable as contemporary while being sympathetic in scale, form and materials.

iii) Maintains and reinforces the contribution of the place to the heritage character and streetscape of the locality

iv) Supports the ongoing compatible use of place to ensure its sustainable future

v) Minimizes impacts on cultural heritage significance through careful design, siting and material selection.

vi) Provides an improved opportunity to interpret and communicate the heritage values of the place to the community.

5) Reason for works:

i) The owners are seeking to provide additional accommodation to meet the needs of contemporary household while retaining the heritage character of the place.

ii) To allow for modern living standards, including improved functionality, comfort and amenity in a manner sympathetic to the existing heritage fabric.

iii) To adapt the dwelling for long term sustainable residential use ensuring its ongoing occupation and maintenance.

iv) To integrate new spaces in a way that minimizes impacts on significant elements and retains the eligibility of the original form.

v) To support the continued contribution of the property to the heritage streetscape and wider locality.

vi) To address structural issues, including cracking, that require stabilization and reinforcement of the existing building.

vii) To manage and mitigate rising damp ensuring the long term conservation of the masonry fabric, improving the building's condition without diminishing its cultural significance.

viii) To address functional, safety and accessible needs that cannot be met with the existing fabric.

ix) To enhance the heritage character of the streetscape by reinstating authentic detailing, by reversing a previous series of alterations that detracted from its character:

Replacing windows, making good verandah sag, render removal and replacing with tuck-pointing, replace awning over bedroom with new, fencing and gates, gable barge detailing and landscaping.

6) Extent of Proposed Works (Refer Architectural Drawings WDG 1-8)

a) Works – Rear

General

Remove skillion roofed part and replace with contemporary kitchen/meals and laundry.

Items:

i) Upgrade the existing bathroom:
In poor and outdated condition; provide new access through to existing bedroom.

ii) Provide stairs to upper new bedroom
Note: currently the skillion roof contains an outside open laundry, part verandah and a minor bedroom, all of low pitch and of poor condition. Build new internal laundry to service modern needs.

iii) Remove rear pergola; retain grapevine – prune and install new s.s. wired framing

iv) Remove all brick unattractive rear hard surface paving and deliver a new grassed area contributing to the effected open 'green'. Res Des Codes 5.1.4 Table B, Min. Req. 30m2 – achieved. Install TrueGrid [5] root surface. Note: Currently this outdoor space is not fit for purpose; the means now, are to make this available as a useful outdoor space while contributing to useable amenity.

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v) Build new undercover shaded area with composite decking and recycled brick footpath; effectively improving the amenity and passive open space requirements required Design Principles of Res Des Codes 5.1.4. Currently the existing buildings cover 58.5% of site leaving only 41.5% as open space – not meeting minimum requirements of 50%. By improving the amenity of outdoor space " provide an attractive setting for the buildings' landscape vegetation and streetscape and opportunities for residents to use space external to the dwelling for outdoor pursuits and access within/around the site". Note: New upper level works do not compromise the current site cover and open space requirements.

vi) All work constructed from lightweight timber framing – insulated; clad internally with gyprock and externally with James Hardie Linea weatherboard painted Dulux Shale

Grey. External fabric selected is of a sympathetic historic language; colour selected is a subtle pastel approach of a new contrast depicting not mimicking the existing contributory places and palette.

b) Works – Upper Floor

General

Build new lightweight framed bedroom, ensuite, robe and attic store.

Items:

i) Levels/setbacks:
The two storey addition meets setback requirements Res Des Codes with respect to visual privacy i.e: 4.5m bedroom (5.4.1 <R50) and 1.5m (1.2m for walls <6.0 height of wall < 9m in length – Table 2a) from boundary.

ii) Overshadowing:

Review drawing #7

Currently the existing house and rear sheds cast 31.45% of a shadow over house #4 exceeding minimum requirements Res Des Codes R25 (5.4.2 Deemed to Comply) - 25%). This is on the understanding that that #4 is of vacant land.

When the upper level is included the overshadowing cast on to #4 increases by 3.5m or 32.6%. Current existing windows to #4 are not affected by the rear upper floor addition (Fig 3) .

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Fig 3 Neighbour's #4 windows

iii) When the neighbour's rear shed is included together with the upper floor addition the additional shadow cast is only 1m2.
In view of the above the upper floor addition is a variation of 1m2 on the basis that #4, adopting Design Principles 5.4.2: a) Effective solar access for the proposed development and protection of solar access (P2.1) b) designed to protect solar access for neighbouring properties taking into account the potential to overshadow existing: outdoor living area (1m2), north facing major openings to habitable rooms

(does not change) c) roof mounted solar collectors (does not change) (P2.2) d) through heritage listing is not likely to be demolished.

iv) The connection between the old and new roof is by way of a lower form suggesting an an acknowledgment an understatement of a link.

v) New bedroom windows are aluminium – Dover White. Roofing is corrugated profile again sympathetic though is of a modern contrast –colorbond surfmist again making a subtle distinction between the old and new.

vi) The upper level has been deliberately positioned above the demolished lean-to skillion area and offset from the neighbour's to adhere not only to the Residential Design Codes setbacks and good design practice, but also, the local authority heritage area design guidelines (Brookman & Moir St) with respect to maximum height ie: not visible from the public domain view of Brookman Street (3. C3.2); maximum ridge height of the contributory place (3. 3.4 Fig 4) and demonstrated on Drawing #5.

c) Works – Streetfront

General

Make good existing verandah, currently sagging at end junction with wall.

Items:

ii) Install new street fence (remodel existing piers) and replace existing gates by way of new timber arrowhead pickets and precast caps detailed on Drg # 6.

Fencing to be in accordance with Heritage Area Guidelines (4. C4.1,4.2 and Fig 7) [4] maintaining adequate height and transparency.

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iii) Install new verandah tiling over existing concrete.

iv) Replace unstable render with new Tuck-Pointing [10] finish with banding.
Methodology:
Remove unstable existing render (acrylic painted); (note site testing indicates lime plaster over brickwork with hard cement patchwork); in re-establishing brickwork appearance: use real tuck pointing, similar to neighbor House #4 [Fig 4] over existing brickwork by way of a lime based render then coloured joint line followed by white contrasting putty-like mortar tucked into indented line (refer specialist installer).

Fig 4. Neighbour's #4 Tuck pointing and gable finial

v) Replace aluminium windows to streetfront and southern side with painted timber – double hung

vi) Replace flydoor with new less invasive

vii) Replace awning over bedroom 1 with new matching #8 Brookman

Fig 5. Gable #8 simple gable with awning

viii) Remodel gable barge in line with local authenticity such as, rolled capping, finial and gutter returns. Replace rotted louvred vent with new timber made.

ix) Replace concrete driveway with grass (install True Grid Root system).

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x) Upgrade garden area with appropriate native plants to a sufficient height not to obscure the street appeal/appearance; remove palms.

xi) Replace concrete footpath with new recycled brick paving to front and southern boundary side.

xii) Repaint with authentic period colours – walls:

To the heritage house south wall and incidental works such as cappings and banding.: Porter's Limepaint – white.

Timber works cream coloured i.e: barge, awning bracing, windows, posts and beams, finial & fascia (Fig 5).

xii) Landscaping:

All concrete is to be removed.

Currently, there is a small area containing noticeably palms and low shrubs. The proposal is to replace this vegetation with new native species within an increased area as per Drg #5.

A new footpath/paving is to be laid of recycled bricks together with a grassed area. This increases the soft permeable landscaping area to 66% from 7%. Residential Design Codes require a minimum of 50% (5.3.2 C2.2 (ii)).

xiii) Visitor bay.

Allowance has been made for a visitor bay within the street setback (Fig 7/8). Although this complies with Res Des Codes 5.3.2 Deemed to Comply C2.1 (i), the vehicle bay challenges 'Acceptable Outcomes' A3.3.2 a & b (Local Planning Policy: Development

Guidelines for Heritage Places) and City of Vincent's Planning & Building Policy Manual 13.1 (this specifically mentions car ports and garages) because, access and parking is available and used at the rear namely Wellman Street. It is worth noting that the opposite side of the street parking (Fig 6) in the front has been adopted mostly through, though this is because there is not a rear access/parking available and therefore degrades the street's heritage significance.

Fig 6. Typical Brookman Street parking within setback.

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In view of this the argument in support of using this as a visitor bay is founded upon the following principles and values:

The proposed single visitor car space within the front setback has been well designed (Fig 7/8) to minimize impact to the cultural significance and streetscape of the Brookman & Moir Streets heritage Precinct. The Burra Charter (5) requires that changes to a place of cultural significance be justified, be the minimum necessary and preserve the place's setting and meaning; the proposed design follows those principles by retaining the principle heritage setting and fabric i.e: fencing in accordance with heritage guidelines and a low impact surface material of grass with TrueGrid Root (permeable) and without a vehicle reveal a closed private garden.

Furthermore, the proposal supports efficient use of on-site vehicle capacity (retaining the primary parking at rear) and reduces potential kerbside demand and illegal parking pressure on the precinct. The parking provision and design are consistent with the WALGA's Local Government Car Parking Guideline (2020 Sections 2.2/2.2.2/2.2.3 (pp 20-22) advocates for local Governments to trial alternative/flexible parking responses such as, location based requirements, especially in established areas where conventional strict parking ratios may be inappropriate or promotes adjusting parking requirements according to circumstance rather than a one-size-fits-all rule.

Fig 7. Streetfront # 6 - Proposed

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Fig 8. Streetfront – aerial - proposed

d) - Minor Works:

Items:

i) Replace existing gutters with new Ogee and new circular downpipes; make good timber fascia and eaves battens.

ii) Upgrade meter box

iii) Southern wall to be stripped of any acrylic paint, make good patching with lime plaster ; new painting to be Portman's or similar breathable paint.

iv) Internal Walls – Rising Damp (Fig 9) :

Fix by way of installing injection. Refer notes ondrawing/specification.

INTERNAL WALLS - RISING DAMP (10)

(note timber floors removed many years ago and replace with concrete)

unknown wall dpc (or failing) or membrane under.

10

Where occurring adopt the following measures:

Establish if mould or rising damp.

If mould clean with 1:4 mild vinegar solution, maintain a well ventilated room, dry thoroughly. If returns weeks or months later cause likely rising damp particlulary if salts/crumbling, bubbling paint present.

Repaint with breathable paints, not acrylic based.

Methodology:

Rising Damp clean mould and surface

1. Remove skirting and put aside for future re-install.
2. Remove existing plaster (gently chip away) 1000 from floor or extent of rising damp
3. Remove contaminated salts using i) brush wall of salts ii) apply Westox 'Cocoon poultice paste, cover with paper or thin cloth; once dry (2 weeks) peel off (should be a crust). Repeat again until salt activity reduces.
4. For a more permanent solution insert chemical damp proof by way of drilling 12mm horizontal holes (into mortar bed) 100-120mm apart above skirting to full wall thickness.
5. Inject cream (Dryzone DPC) with applicator gun.
6. Plug holes with lime mortar.

   Allow 6 - 12 months for full day injection

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7. Apply lime based replastering such as Eastcote premixed - breathable.
8. Reattach skirting by way of plug and screws (not nails)
9. Repaint walls first by removing acrylic paint via sanding, poultice, steaming thoroughly dry
10. Apply breathable paint (casein milk) or other clay based paints.

v) Current concrete floors fall away (not level); install new engineered floor on ply and battens. Reduce door heights by approx. 50mm at sill.

vi) Remove existing acrylic paints and repaint internal walls with breathable paints – colour: Albion White ceilings: Snow White.

vii) Underpin existing limestone footing along southern and street front walls

viii) Employ engineer to recommend and document the stabilizing of wall cracks and making good.

Fig 9 Rising Damp

7) Testing new works (impact) with established heritage interpretation.

a) Determining considerations [3]:

i) How will the proposed works affect the significance of the place and area?

ii) What measures (if any) are proposed to ameliorate any adverse impacts?

iii) Will the proposal result in any heritage conservation benefits that might offset any adverse impacts?

iv) Impact on Setting Context?

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The significance of the place has been identified [1] through the physical description of the house (style), history (use) and integrity/authenticity (condition and identity). The house delivers, a valued contribution to the locality and Western Australia' late 19th century building stock.

Response to proposal based upon determining considerations:

a) The proposal of works is in three parts: rear, front and minor works.

The upper and ground floor alterations and additions at the rear of dwelling, by their location, do not influence the streetscape, the visual catchment and therefore do not affect the significance of the place and are deemed compatible. Measures taken are: the ridge does not rise above the existing house ridge and is separated from the original house and therefore not seen from the street. (Refer Arch Drawings #5). Replacing the skillion roofed back of house with a two storey addition and the ground floor replacement works is supported by the Brookman and Moir Street Heritage Guidelines Figure. Furthermore adheres to the Burra Charter (Article New Work 22.1) where it does not distort or obscure the cultural significance of the place or detract from its interpretation.

b) Despite a recognizable historic form, the front through decades of incompatible accretions currently possesses an adverse impact on the significance, integrity and condition of place. The proposal seeks to return the place to a former self recognizing and restoring: elements, materiality/fabric and use recognized as being associated with the heritage listed precinct – related place.

Fencing, landscape, windows, gable barge, awning, brickwork, are dealt with in a manner restoration according to the Burra Charter (Article 1.7). Through these conservation measure the benefits attributed to the existing building deliver a manner of enhanced local association and meaning.

c) Minor Works such as cracks, rising damp and paintwork, focus on the conservation, maintenance and preservation of place, the fabric. Currently, the place has witnessed a degradation and in need of works to prolong life. The practices employed are deemed necessary and beneficial , to retain and protect the cultural significance of the building.

8) Justification for Variation

i) Overshadowing (Refer Drg #7 and HIS notes 6) (b) Works Upper Floor (item ii)

Planning Variation:

Deemed minor: currently, overshadowing occurs in excess (31.45% of the prescribed maximum of 25%) when vacant land. With the upper level addition this increases 3.5m2 to 32.6%. If consideration of the neighbour's house being retained, through heritage significance, only 1m2 of additional overshadowing is incurred. The current north facing windows are unaffected because the overshadowing is caused by the existing house #6 and affects only the lower ¼ of the window.

Heritage Rationale:

The overshadowing does not impact the existing houses to both properties; confined to rear.

ii) Visitor Parking (Refer Drg #5 and HIS 6) c) Works – Streetfront item xiii) Visitor Bay.

Planning Variation:

Deemed Compatible: Currently it is degrading the objectivity and aim of making use of rear parking only. By way of introducing careful soft landscaping, fencing and the building's restoration overall front facade, the bay is deemed in keeping with existing heritage fabric and is considered low impact offering safe access for visitors while minimizing impact on the streetscape and consistent with R Code requirements.

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Heritage Rationale:

The proposed visitor bay represents a sensitive and balanced response to contemporary parking needs within a heritage context. Unlike many examples in the street where parking within the setback presents a visually intrusive hardstand, this proposal incorporates soft landscaping treatments., a drive on surface that reads as a garden rather than a car park and fencing that is compatible with the heritage character. Locating the bay is reversible and low-impact intervention and aligns with the Burra Charter principle of 'doing as much necessary, as little as possible'. By consolidating a visitor parking on site the design also reduces reliance on kerbside spaces, thereby supporting broader urban design and parking management objectives, while ensuring the heritage values and streetscape presentation remain the dominant focus.

9) Conservation Principles

The proposal seeks to conserve significance, minimize intervention, respect fabric, ensure reversibility, maintain and consider context.

10) Conclusion

The proposal demonstrates a unified and cohesive form of addressing the owner's needs, while respecting the heritage significance of the property by following key conservation principles: The proposed works have been carefully designed to respect and preserve the heritage significance of the property. All interventions follow key conservation principles including, minimal intervention, reversibility and respect for the original fabric and character-defining elements. The design ensures the new elements are sympathetic to the historic context while remaining distinctive yet unobtrusive, allowing heritage values to continue to be understood and appreciated.
The owner will be seeking heritage grants [12].

11) References

1) Heritage Council of WA – Places Database. Brookman & Moir Streets Precinct. Place # 03992
2) 10 Moir St Conservation Works, Heritage Grants Program 2015/2016, Alice Steedman Architect, Clinton Long Builder.
3) Heritage Impact Statement, State Heritage Office – guide
4) Brookman and Moir Streets Development Guidelines, City of Vincent.
5) Burra Charter 1999
6) Local Planning Policy: Development Guidelines for Heritage Development, City of Vincent.
7) Bricks-and-mortar time capsule preserved in inner-city Perth; Emma Wayne;ABC Perth April 2016.
8) Brookman and Moir St Development guidelines Appendix 6 , City of BVincemnt Planning & Policy Manual – Guidelines.
9) Heritage Guideline 1 Fences late 19th century early 20th (1914), Moreland City CouncilMay 2021.
10) Technical Notes – Library WDG : Tuck Pointing; Lime Render/cement – Testing; Render;Rising Damp; Heitage Building Conservation Tech Advice (City of Fremantle)
11) TrueGrid Drive on Surface, Company data and information
12) Heritage Assistant Fund Guidelines.
13) Residential Design Codes. 2024

12) Figs

1. Streetfront, (WDG)
2. Rear (WDG)
3. Neighbour's #4 Windows (WDG)
4. Neighbour's #4 Tuck Pointing and gable finial (WDG)
5. Gable #8 simple gable with awning (WDG)
6. Typical Brookman St parking within setback (WDG)
7. Streetfront #6 Proposed (WDG)
8. Streetfront - #6 Proposed - aerial WDG
9. Rising Damp (WDG)

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Summary of Submissions:

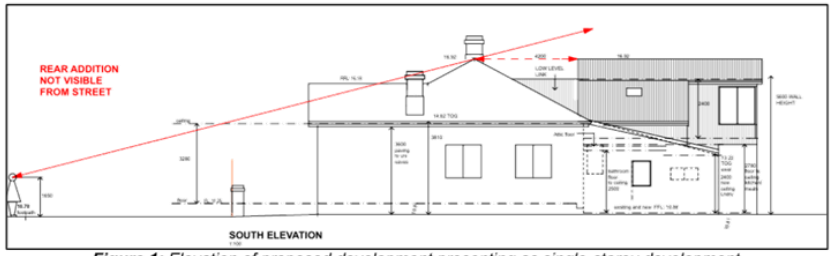
The tables below summarise the comments received during the advertising period of the proposal, together with the Applicant's response to each comment.

Comments Received in Objection:	Applicant Comment
• Concerns regarding overlooking of neighbouring properties form the upper floor openings.	• In regard to the overlooking, the room is not a living room, neither a balcony, it is a bedroom used for sleeping at night. The bedroom faces the rear of the block overlooking Wellman Street. The bedroom setbacks comply with the Residential Design Codes Visual Privacy 5.4.1 Deemed to Comply C1.1 of 4.5m (major openings to bedrooms and studies) (R50 and lower). No variation was sought.
• The proposed two storey dwelling is against the heritage values of the Heritage Precinct, especially when viewed from Wellman Street. • The proposal represents overdevelopment to the detriment of the heritage precinct and will set an undesirable precedent.	• The proposed two-storey dwelling has been designed to respond sensitively to the precinct's heritage character and minimize visual impact from Wellman Street. Key measures include: o Scale and Setbacks. Upper storey recessed and setbacks (8300) maximize compatibility with surrounding heritage dwellings. o Roofline & Articulation: Roof and façade are articulated to reduce bulk and preserve streetscape rhythm. o Materials and finishes: Selected to complement the existing streetscape palette. o Landscaping: a pergola forecourt extending from the addition to Wellman St, softens the upper level and maintain key sightlines. This approach aligns with City of Vincent Local Planning Scheme 2 and Heritage Policy 7.1.1 Appendix 1 Design Principles, Context & Character Page 172

Note: Submissions are considered and assessed by issue rather than by individual submitter.

Summary of Submissions:

The tables below summarise the comments received during the advertising period of the proposal, together with the Administration's response to each comment.

Comments Received in Objection:	Administration Comment
• Concerns regarding overlooking of neighbouring properties form the upper floor openings.	• The proposed upper floor Bedroom major opening is compliant with clause 5.4.1 Visual Privacy of the Residential Design Codes.
• The proposed two storey dwelling is against the heritage values of the Heritage Precinct, especially when viewed from Wellman Street.	• The rear additions are modest in nature and are setback 8.30 metres from the rear boundary, which is considered to be visually recessive when viewed from Wellman Street. Although the roofline will be partially visible from Wellman Street. Wellman Street has no identified heritage value in the Brookman and Moir guidelines and primarily acts to service the surrounding properties. Wellman Street is characterised by residential fencing and garaging to service Brookman Street and parking to service commercial units of Willam Street. The proposal is supported by DRP and HCWA advice and is considered a positive heritage outcome.
• The proposal represents overdevelopment to the detriment of the heritage precinct and will set an undesirable precedent.	• The proposed second-storey addition is designed to be appropriately sited and massed behind the existing roof form so as to not visually intrude on the streetscape or heritage values pf Brookman Street. The proposed upper floor has a low roof profile to sit behind the view of the existing roof of the dwelling. This results in the proposed development not being visible from Brookman Street – refer to **Figure 1, 2** and **3**. The size and scale of the development are considered appropriate to conserve heritage values.  ***Figure 1:*** *Elevation of proposed development presenting as single-storey development*

Summary of Submissions:

Comments Received in Objection:	Administration Comment
	Figure 2 (left): *Render illustrating the roof form being hidden behind existing single storey* ***Figures 3 (right):*** *Render illustrating the oblique views of the addition from the street*

Note: Submissions are considered and assessed by issue rather than by individual submitter.

Determination Advice Notes:

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.

2. If the development the subject of this approval is not substantially commenced within a period of two years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

3. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

4. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

5. This is approval is not an authority to ignore any constraint to development on the land, which may exist through statute, regulation, contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and not the City to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the City's attention.

6. The applicant is responsible for ensuring that all lot boundaries as shown on the approved plans are correct.

7. The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5 metres) shall be maintained for all users at all times during construction works. Permits are required for placement of any material within the road reserve.

8. The owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls.

9. All stormwater produced on the subject land shall be retained on site, by suitable means to the full satisfaction of the City. No further consideration shall be given to the disposal of stormwater 'offsite' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of stormwater 'offsite' be subsequently provided, detailed design drainage plans and associated calculations for the proposed stormwater disposal shall be lodged together with the building permit application working drawings.

Clause 67 – Relevant Matters to be Considered by Local Government Assessment

Clause 67 – Matters to be Considered	
Matter	**Administration Comment**
a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area.	LPS2 contains broader aims applicable to the entire Scheme area, separate to objectives for each zone. LPS2 aims relevant to this proposal include: *(a) to cater for the diversity of demands, interests and lifestyles by facilitating and encouraging the provision of a wide range of choices in housing, business, employment, education, leisure, transport and access opportunities;* *(b) to protect and enhance the health, safety and general welfare of the City's inhabitants and the social, environmental and cultural environment;* *(g) to promote and safeguard the cultural heritage of the City by –* *(i) identifying, conserving and enhancing those places which are of significance to Vincent's cultural heritage;* *(ii) encouraging development that is in harmony with the cultural heritage value of an area; and* *(iii) promoting public awareness of cultural heritage generally;* In summary, the proposal is consistent with the aims of LPS2. The proposed addition and restoration works improve heritage values by restoring the façade and developing the rear of the property to be concealed from the primary street. The works are of an appropriate scale and do not comprise the amenity of neighbouring properties. The proposed works are sensitive to context and cultural heritage value of the site as the rear addition is visually recessive and heritage features are being restored to the dwelling. As such, the proposal is aligned with the objectives of the zone.
g) Any local planning policy for the Scheme area.	An assessment has been undertaken against the City's relevant local planning policies, including the Local Planning Policy: Development Guidelines for Heritage Places. The proposed works meet the standards and objectives of the Development Guidelines for Heritage Places, for the reasons outlined in the Comments section of this report.
m) The compatibility of the development with its setting including – (i) The compatibility of the development with the desired future character of its setting. (ii) The relationship of the development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.	The proposed development is considered compatible with the Brookman and Moir Heritage Area setting, as the works are respectful to the existing streetscape character and meet the intent for the future character of the area and the amenity of adjoining properties. The proposal is modest in size and scale, with the additions being concealed from the primary street so as to be subservient to the original heritage values of the subject site. Whilst a variation to overshadowing is proposed, this does not compromise the amenity of the adjoining property. Further detail is provided in the Comments section of this report.
n) The amenity of the locality including the following – (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development.	
w) the history of the site where the development is to be located	The site and immediately adjoining properties were constructed as single houses and have historically been used for permanent residential purposes. The addition is concealed from the primary street, which remains to respect the heritage values of the site and wider Brookman and Moir Heritage Area.
y) any submissions received on the application	A summary of the submissions and the Applicant's response is provided in **Attachment 5**, with the Administration's response included in **Attachment 6**.

5.3 APPOINTMENT OF THE DESIGN REVIEW PANEL

Ward: **Various**

Attachments:
1. **Summary of Applicants - Confidential**
2. **Summary of Interviews - Confidential**
3. **Design Review Panel Recommended Members 2026 - Confidential**

RECOMMENDATION:

That Council:

1. **APPOINTS the Applicants in Confidential Attachment 3 to the City's Design Review Panel from 19 May 2026 to 19 May 2028:**

   1.1 Applicant 1;

   1.2 Applicant 2;

   1.3 Applicant 3;

   1.4 Applicant 4;

   1.5 Applicant 5;

   1.6 Applicant 6;

   1.7 Applicant 7;

   1.8 Applicant 8;

   1.9 Applicant 9;

   1.10 Applicant 10;

   1.11 Applicant 11;

   1.12 Applicant 12;

   1.13 Applicant 13;

   1.14 Applicant 14; and

   1.15 Applicant 15; and

2. **NOTES that:**

   2.1 The City's Design Review Panel term expires on 18 May 2026; and

   2.2 Administration will notify all applicants of the Design Review Panel appointments and induct the successful applicants onto the Design Review Panel.

PURPOSE OF REPORT:

To consider appointing the Design Review Panel (DRP) Co-Chairperson and Panel Members to serve until 19 May 2028.

DELEGATION:

There is no delegated authority for appointment of DRP members. The panel is to be appointed by Council in accordance with the DRP Terms of Reference.

BACKGROUND:

At its meeting held on 16 April 2024, Council appointed a new DRP for a term of two years concluding 18 May 2026.

The DRP has operated well for two years providing design expertise and advice to the City for referrals including development applications, strategic planning documents, and City-led projects.

Administration has undertaken an expression of interest process to renew the DRP in advance of the term of the current members expiring on 18 May 2026.

This expression of interest was advertised between 17 February 2026 and 3 March 2026 and required applicants to submit an application demonstrating how their skills and experience addressed the below selection criteria.

Knowledge and Skills

All applicants:

- Comprehensive knowledge and understanding of the principles of architectural, landscape, urban and sustainable design;
- Comprehensive knowledge and understanding of the practices and principles of statutory and strategic town planning within a local government context;
- Knowledge of how to apply the State and local planning frameworks to planning applications; and
- High level of written, verbal and interpersonal communication skills.

Additional for Chairperson applicants:

- Skills in leading and facilitating discussions; and
- Skills in consolidating the results of discussions to provide clear and concise advice.

Experience

All applicants:

- Demonstrated experience in the preparation, assessment or design review of complex development applications and town planning proposals in line with State and local planning frameworks;
- Demonstrated ability to formulate design solutions using your experience in the professional field of Architecture, Landscape Architecture, Urban Design, Sustainability or Environmental Design;
- Demonstrated experience in attending or assisting with State Administrative Tribunal proceedings; and
- Demonstrated experience in successfully working in multi-disciplinary groups.

Additional for Chairperson applicants:

- Demonstrated experience in leading and facilitating design review discussions; and
- Demonstrated experience in consolidating the results of discussions to provide clear and concise advice.

DETAILS:

DRP Nominations

At the conclusion of the expression of interest period the City received 16 nominations for the DRP.

Administration has assessed the nominations against the selection criteria above and shortlisted those which met the selection criteria.

A full copy of this assessment against the selection criteria is included as **Attachment 1**.

Summary of Interviews

Applicants that met the selection criteria and are new to the DRP were shortlisted and interviewed by Administration to determine their suitability and fit with the City.

With the successful operation of the existing DRP, applicants that are existing members on the City's DRP that met the selection criteria are recommended to be reinstated without being interviewed.

The City received a nomination from an experienced Urban Designer with extensive experience in developing and reviewing art proposals. It is recommended that an additional Urban Designer be appointed to the DRP to introduce a public art expertise.

Given the number of heritage places and heritage areas within the City, Administration has identified the need for additional heritage expertise on the Design Review Panel to ensure advice can be provided where conflicts of interest arise. For this reason, it is recommended an additional heritage specialist member is appointed to the DRP.

A summary of the interviewed candidates is included in **Attachment 2**.

Outcome of Nominations and Interviews

Following the nomination and interview process a total of 15 applicants are recommended to be appointed to the City's DRP. Of these, 11 are existing members of the current Design Review Panel and four are new appointments. The recommended applicants to be appointed to the DRP are included in **Attachment 3**.

The Terms of Reference does not limit the number of panel members that can be appointed. 15 members are recommended to ensure an appropriate mix of expertise and availability.

Terms of Reference

The DRP Terms of Reference are reviewed every four years. The current Terms of Reference were last reviewed and adopted at the 16 April 2024 Ordinary Meeting of Council. They are due to for review in 2028.

There are no changes recommended to the Terms of Reference as part of this report.

CONSULTATION/ADVERTISING:

The expression of interest was advertised between 17 February 2026 and 3 March 2026 by way of:

- Email to existing DRP members;
- Publishing an advert on LinkedIn;
- Publishing a notice on the City's website, business e-news and social media.

LEGAL/POLICY:

- *Planning and Development Act 2005;*
- *Local Government Act 1995;*
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- *Planning and Development Regulations 2009*;
- State Planning Policy 7.0 Design of the Built Environment;
- Design Review Guide;
- City of Vincent Local Planning Scheme No. 2;
- Local Planning Policy No. 7.1.1 – Built Form; and
- Design Review Panel – Terms of Reference.

RISK MANAGEMENT IMPLICATIONS:

Medium: The DRP process is an important aspect of development assessment in the City. To assist in delivering good built form outcomes in our district, it is important to attract and appoint a panel of members of the highest calibre.

Low: DRP members are independent professionals who provide technical advice to the City. As part of the appointment process, members are required to hold professional indemnity insurance.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's Strategic Community Plan 2022-2032:

Enhanced Environment

Our urban forest/canopy is maintained and increased.

Accessible City

Our pedestrian and cyclist networks are well designed, connected, accessible and encourage increased use.

Thriving Places

We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.

Sensitive Design

Our built form is attractive and diverse, in line with our growing and changing community.
Our built form character and heritage is protected and enhanced.
Our planning framework supports quality design, sustainable urban built form and is responsive to our community and local context.

Innovative and Accountable

Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.
We embrace good ideas or innovative approaches to our work to get better outcomes for Vincent and our community.

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the City's *Sustainable Vincent Framework* and *Enhanced Environment Strategy 2025-2030*.

Sustainable Vincent Framework

These provisions are in keeping with the Healthy and Thriving City priority objective of the Sustainable Vincent Framework to support and influence our wider City to maintain sustainability leadership and create thriving places.

Enhanced Environment Strategy

These provisions are in keeping with the Water Conservation & Management, Urban Greening & Biodiversity, and Resource Conservation & Waste sustainability outcomes of the Enhanced Environment Strategy.

The DRP provides a holistic approach to inform on development applications, strategic planning documents, and City projects to ensure a high quality built form outcome is achieved.

The recommended DRP provides the necessary range of professional expertise to ensure that the best design outcome is achieved for the environment, the community and applicants.

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the City's *Public Health Plan 2020-2025*:

Increased physical activity

Reduced injuries and a safer community

Increased mental health and wellbeing

FINANCIAL/BUDGET IMPLICATIONS:

The operation of the DRP will be paid from the City's operating budget. The City seeks a fee in accordance with the fees and charges for applicants to present to the DRP.

Members remuneration is in accordance with section 8 – Remuneration in the DRP Terms of Reference and is not proposed to change as part of this report.

COMMENTS:

The recommended panel provides a strong mix of skills and experience and will ensure the continued effective operation of the DRP.

5.4 SUBMISSION ON WALGA DRAFT CLIMATE CHANGE ADVOCACY POSITION

Attachments: **1. 2026 WALGA Climate Change Advocacy Position Consultation Paper**

RECOMMENDATION:

That Council ENDORSES a submission to WALGA on the draft Climate Change Advocacy Position advising that it:

1. **SUPPORTS the draft Climate Change Advocacy Position in-principle to recognise the growing climate risks facing local government and the critical role of coordinated advocacy, which aligns with the City's broader approach to sustainability and climate change including the Sustainable Vincent Framework and Enhanced Environment Strategy; and**

2. **OUTLINES recommendations to improve and strengthen the draft Climate Change Advocacy Position including:**

    - **Explicit recognition of local government climate priorities and delivery areas such as urban tree canopy and Water Sensitive Urban Design, biodiversity protection, circular economy and waste minimisation, and the transition to renewable energy and electrification of new homes;**

    - **The need for stable, muti-year funding from the State and Federal Governments to deliver local outcomes;**

    - **Clearer guidance from the State and Federal Governments to inform local governments in achieving Net Zero;**

    - **The need for planning and regulatory reforms to support the delivery of climate resilient housing; and**

    - **A commitment to partnering with and incorporating First Nations knowledge and practices in responding to climate change.**

PURPOSE OF REPORT:

The purpose of this report is for Council to make a submission to WALGA on its draft Climate Change Advocacy Position.

The submission focuses on advocacy to:

- Ensure that the draft Climate Change Advocacy Position aligns with the City's existing sustainability strategy setting that been previously consulted on and approved by Council.
- Strengthen the support and funding available for local governments to adapt to climate change.
- Reinforce the need for regulatory reform (including through the planning system) to support sustainable housing outcomes.

DELEGATION:

This is being referred to Council because WALGA has requested Council endorsed feedback on the draft Climate Change Advocacy Position by 1 May 2026.

BACKGROUND:

Sustainability at the City of Vincent

The City's approach to sustainability includes:

Sustainable Vincent Framework (SVF) - Approved August 2025
• An overarching sustainability framework. • Embeds sustainability considerations throughout the City by assigning responsibilities to respective business units, aligned with the United Nations Sustainable Development Goals. • Formalises the City's Net Zero target for Scope 1 and Scope 2 emissions from its operations by 2030.
Enhanced Environment Strategy (EES) – Approved August 2025
• The informing strategy of the Enhanced Environment priority area of the City's Strategic Community Plan. • Outlines the key issues facing the City in relation to the themes of Water Conservation and Management, Urban Greening and Biodiversity, and Resource Recovery and Circularity. • Sets a range of targets for the City and community relating to the strategic management of these themes to achieve a water sensitive, greener and circular Vincent.
Climate Transition Action Plan (CTAP) – Currently being prepared
• A climate action plan that would align with the Innovative and Accountable priority area of the SCP. • This would focus on specific climate adaptation, emissions reduction, energy efficiency and transport actions to achieve Net Zero. • This is intended to be progressed through the rest of 2025/26 and completed by the end of 2026/27.

Each of these has a distinct role at Vincent:

- The SVF sets the overarching direction.
- The EES focuses on environmental priorities like water, urban greening and waste.
- The CTAP turns our climate goals into clear actions we can measure and deliver.

This ensures a whole-of-organisation approach, where sustainability and climate considerations are embedded consistently into decision-making and service delivery.

It also responds to increasing climate risks such as urban heat and water scarcity, and legislative obligations under the *Local Government Act 1995.*

Existing WALGA Climate Change Advocacy Position

Since 2009 WALGA has had a formal advocacy position on climate change.

This was most recently reviewed in 2018, and the current advocacy position is:

Local Government acknowledges:

1. *The science is clear: Climate change is occurring and greenhouse gas emissions from human activities are the dominant cause.*
2. *Climate change threatens human societies and the Earth's ecosystems.*
3. *Urgent action is required to reduce emissions, and to adapt to the impacts from climate change that are now unavoidable.*
4. *A failure to adequately address this climate change emergency places an unacceptable burden on future generations.*

Local Government is committed to addressing climate change.

Local Government is calling for:

1. *Strong climate change action, leadership and coordination at all levels of government.*

2. *Effective and adequately funded Commonwealth and State Government climate change policies and programs.*

Review of WALGA Advocacy Position

WALGA has identified legislative, policy, technological and scientific changes that have occurred since 2018, prompting a review of its advocacy position (detailed in **Attachment 1**) including:

- *National Climate Change Act 2022* and the Western Australian Climate Change Bill 2023.
- The *Local Government Amendment Act 2023*, which expanded the general function of local governments across Western Australia to include planning for, and mitigating, the risks associated with climate change.
- The release of the Australian Government's National Climate Risk Assessment and National Adaptation Plan in 2025.
- Escalation of the transition to renewable energy, uptake of electric vehicles and energy efficiency standards under the National Construction Code.
- Climate science and projections (international, national and WA specific) becoming clearer on the risks posed by climate change and the need for action to address the consequential impacts.

These legislative changes mean local governments now have clearer responsibilities to plan for and manage climate risks. To do this requires adequate support from State and Federal governments.

DETAILS:

In January 2026 WALGA released its revised Climate Change Advocacy Position for consultation:

1. *Local Government acknowledges the risks associated with, and is committed to, addressing climate change.*

2. *WALGA calls on the Australian and Western Australian Governments to:*

   (a) *Provide the necessary climate leadership, coordination and action to ensure an orderly transition to achieve emission reduction targets and address the impacts of climate change.*

   (b) *Provide dedicated funding, guidance and practical support to assist Local Governments to undertake emissions reduction and adaption actions.*

CONSULTATION/ADVERTISING:

The draft Climate Change Advocacy Position is a WALGA initiative, and it is consulting with all local governments on this until 1 May 2026.

Community consultation is not required because this is a position that would be adopted by WALGA and inform its ongoing advocacy for support from the State and Federal Governments to be provided to all local governments in responding to climate change and undertaking emissions reduction and adaption actions.

The City's submission on the Draft Climate Change Advocacy Position is informed by the Strategic Community Plan, SVF and EES.

Each of these has been extensively consulted during their preparation. Through these respective consultations addressing climate change is a clear priority for our community.

LEGAL/POLICY:

Local Government Act 1995

Section 3.1 of the *Local Government Act 1995* sets out:

(1) The general function of a local government is to provide for the good government of persons in its district.

1A) Without limiting subsection (1), the general function of a local government must be performed having regard to the following -

(a) the need –

(i) to promote the economic, social and environmental sustainability of the district; and to plan for, and
(ii) to plan for mitigating, risks associated with climate change; and
(iii) in making decisions, to consider potential long-term consequences and impacts on future generations.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to endorse the submission on WALGA's draft Climate Change Advocacy Position.

This because it aligns with the City's Strategic Community Plan, SVF and EES which have been extensively consulted on and reflect community priorities.

The draft Climate Change Advocacy Position will ensure that WALGA can lead sector-wide advocacy for all local government to receive support from State and Federal Governments in responding to climate change within their respective districts.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Enhanced Environment

Our urban forest/canopy is maintained and increased.
We have improved resource efficiency and waste management.
We have minimised our impact on the environment.

SUSTAINABILITY IMPLICATIONS:

Sustainable Vincent Framework

This is in keeping with the following priority objectives of the SVF:

Climate Action (Mitigation & Adaption) – To educate and facilitate our community and organisation to build resilience in the face of climate change.
Resilient and Low Carbon Infrastructure – Develop and enhance Vincent's infrastructure to be adaptable, resilient and robust against climate impacts.
Healthy and Thriving City – Support and influence our wider City to maintain sustainability leadership and create thriving places.

Enhanced Environment Strategy

This is in keeping with the following key sustainability outcomes of the EES*:*

Water Conservation & Management – A Water Sensitive Vincent.
Urban Greening & Biodiversity – A Greener Vincent.
Resource Conservation & Waste – A Circular Vincent.

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the City's *Public Health Plan 2020-2025*:

Reduced exposure to environmental health risks

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial or budget implications from this report.

The draft Climate Change Advocacy Position calls for dedicated funding from State and Federal Governments to help local governments to undertake emissions reduction and adaption actions.

Development of the CTAP would include specific climate adaptation, emissions reduction, energy efficiency and transport actions to achieve Net Zero.

Opportunities to access external funding would support the City to implement future actions and deliver climate resilient projects.

COMMENTS:

Administration supports WALGA's draft Climate Change Advocacy Position:

- Alignment with Vincent – The Advocacy Position aims to strengthen the role of local government as climate risks grow.

  This strongly aligns with the City's approach to sustainability and addressing climate change that was supported by Council in 2025, including the approved SVF and EES, and the CTAP which is currently being prepared.

  This was developed recognising that the City faces growing climate risks from more frequent and severe disaster events, increased heatwaves, and reduced rainfall.

  The SVF and the CTAP have a clear focus for the City on climate adaption and emissions reduction to achieve Net Zero, while the objectives and targets of the EES would achieve a more water sensitive, greener and circular Vincent.

- Implementation & Support – The Advocacy Position recognises that local government needs greater funding, coordination and practical support to respond effectively, in the context of capacity and expertise pressures facing the sector.

  This advocacy is critical to ensuring that there is State and Federal Government support available as the City implements the SVF, EES and future CTAP.

  Increased and ongoing support in the form of funding, resourcing and clear guidance would help the City in translating local commitments into practical outcomes as it adapts to the escalating impacts of climate change.

- Recommendations to Draft Advocacy Position – Administration has the following recommendations to strengthen WALGA's final Climate Change Advocacy Position.

  These reflect the City's strategic commitments and would ensure the final advocacy position supports all local governments to meet their legal responsibilities and deliver practical climate outcomes for their communities.

Recommendation	Administration Comment
Explicit recognition of local government climate priorities	The Advocacy Position should be strengthened to specifically refer to the priority delivery areas for local governments, including: • Urban heat mitigation and expanded urban canopy programs. • Water security and Water Sensitive Urban Design (WSUD) implementation. • Biodiversity protection, including ecological corridors and soil health. • Circular economy transition and waste minimisation systems. • Transition to renewable energy including EV charging infrastructure and electrification of new and existing homes. These reflect the priority areas of the EES and advocacy positions of Council.
Stable, multi-year funding to deliver local outcomes	Cleary stating these opportunities would provide a pathway for targeted support and funding to deliver projects within these priority areas. These funding commitments should be secured through the establishment of a long-term Local Government Climate Resilience & Transition Fund. This would ensure these projects can be delivered by local government to support climate change mitigation and adaption responses without increasing the financial burden, such as has been experienced by the City in responding to PSHB.
Clearer guidance for Net Zero pathways	The Advocacy Position should be strengthened for greater Federal and State Government guidance on: • Scope 1–3 emissions accounting and reporting standards. • The use of offsets to ensure local governments across the sector make financially responsible and well-informed decisions in achieving Net Zero. • Support for operational and community Net Zero planning. Clear guidance is important for benchmarking and compliance across the Local Government sector to ensure that emissions accounting and abatement to achieving Net Zero is consistent.
Planning and regulatory reforms	The Advocacy Position should be strengthened to include specific reform actions such as: • Enabling mechanisms for mature tree retention on private land. • Legislative support for WSUD and climate-responsive design in infill development. • Standards supporting heat-resilient materials and landscaping. • Home energy efficiency including existing housing stock and support for people renting properties to improve their homes. • Enabling the shift to electrification by banning gas connections for new homes and removing barriers to enable kerbside EV charging. In addition to the SVF and EES, the City has had long-standing local planning policy positions to support improved tree canopy and the implementation of Environmentally Sustainable Design measures. But these have not been able to be enforced because of the need to obtain State Government approval which has not been provided. Targeting reform to planning and other legislation would enable local government to support meaningful change for greener and more sustainable housing. This would be a short and long-term benefit to our community in the face of an increasingly hotter climate but cannot be achieved without change to State Government legislation.

Recommendation	Administration Comment
First Nations partnership principle	The Advocacy Position should include an explicit commitment to First Nations knowledge, co-design and climate resilience partnerships. This would align with the EES which emphasises collaboration with Whadjuk Noongar Traditional Owners and incorporation of land management practices.

WALGA Climate Change Advocacy Position

Consultation Paper

January 2026

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1. Introduction

Climate change, and related legislation, policy and action, have implications for many aspects of Local Governments' operations and services. More frequent and severe droughts, heatwaves, bushfires, extreme rainfall events and warming, rising sea levels are increasing the costs and complexity of delivering critical services, infrastructure and ensuring community wellbeing.

The impacts and implications of climate change and opportunities for action differ depending on a Local Government's location, size and capacity. For example, coastal Local Governments are managing erosion and inundation risks, urban Local Governments are seeking to mitigate the impact of prolonged periods of heat on the liveability and health of their communities and in regional areas, water availability, heat stress and the transition to renewable energy are key concerns.

WALGA's policy and advocacy on climate change is longstanding, with the Association's first Climate Change Policy Statement adopted in 2009. In 2018 a new Climate Change Policy Statement and advocacy position were endorsed by WALGA State Council following extensive sector consultation. The 2018 Advocacy Position states:

Local Government acknowledges:

1. *The science is clear: Climate change is occurring and greenhouse gas emissions from human activities are the dominant cause.*
2. *Climate change threatens human societies and the Earth's ecosystems.*
3. *Urgent action is required to reduce emissions, and to adapt to the impacts from climate change that are now unavoidable.*
4. *A failure to adequately address this climate change emergency places an unacceptable burden on future generations.*

Local Government is committed to addressing climate change.

Local Government is calling for:

1. *Strong climate change action, leadership and coordination at all levels of government.*
2. *Effective and adequately funded Commonwealth and State Government climate change policies and programs.*

July 2018 – 72.5/2018

Since the 2018 Advocacy Position was adopted there have been significant legislative, policy, technological and scientific changes, including:

- The national *Climate Change Act 2022* and the Western Australian Climate Change Bill 2023.
- The *Local Government Amendment Act 2023*, which expanded Western Australian Local Governments' general function to include planning for, and mitigating, the risks associated with climate change.

- The release of the Australian Government's National Climate Risk Assessment and National Adaptation Plan in 2025.
- Escalation of the transition to renewable energy, uptake of electric vehicles and energy efficiency standards under the National Construction Code.
- Climate science and projections (international, national and WA specific) have also become clearer regarding the risks posed by climate change and the need for action to address the consequential impacts.

It is important that the WALGA climate change advocacy position is updated to reflect these changes and the consequent needs and priorities of Local Governments. An updated climate change advocacy position, which complements other WALGA advocacy positions, will provide a sound basis for WALGA's advocacy.

Following initial consultation, consideration by State Council in March 2025 and feedback from the Environment Policy Team, WALGA has developed a revised, draft Climate Change Advocacy Position for Local Government feedback:

1. *Local Government acknowledges the risks associated with, and is committed to, addressing climate change.*
2. *WALGA calls on the Australian and Western Australian Governments to:*
    a. *Provide the necessary climate leadership, coordination and action to ensure an orderly transition to achieve emission reduction targets and address the impacts of climate change.*
    b. *Provide dedicated funding, guidance and practical support to assist Local Governments to undertake emissions reduction and adaptation actions.*

WALGA is seeking Council endorsed feedback on the draft Climate Change Advocacy Position by COB Friday, 1 May 2026. Feedback can be provided to environment@walga.asn.au.

This Paper provides an overview of matters which were considered in the development of the updated draft Advocacy Position including the legislation and policy (Section 2), technological changes (Section 3), climate science information (Section 4), feedback from Local Government on their needs, activities and barriers in relation to climate change (Section 5), and WALGA advocacy (Section 6). Section 7 provides detail on the rationale for the draft Advocacy Position.

2. Legislation and Policy

Since WALGA's Climate Change Policy Statement was endorsed in 2018, there have been significant Australian and Western Australian legislative and policy changes, these are outlined in Table 1.

Table 1: Government climate legislation and policy

Document	Summary
Climate Change Legislation	
Climate Change Act 2022	The Australian Government *Climate Change Act 2022* establishes a national framework for reducing greenhouse gas (GHG) emissions and enhancing climate resilience in Australia. It mandates setting emission reduction targets, annual reporting to Parliament and developing policies to support the transition to a low-carbon economy. Australia's Nationally Determined Contribution (NDC) under Article 4 of the Paris Agreement commits to reducing greenhouse gas emissions to 43% below 2005 levels by 2030.
Annual Climate Change Statement 2025	The Annual Climate Change Statement is a requirement under the *Climate Change Act 2022*. It provides an overview of the country's progress in reducing GHG emissions and enhancing climate resilience. The Statement includes updates on emission reduction targets, government initiatives and programs supporting the transition to a low-carbon economy. The Statement also identifies additional areas for further action.
WA Climate Change Bil 2023	The WA Climate Change Bill was introduced to Parliament in November 2023. The Bill sought to commit to net zero GHG emissions by 2050 and an interim whole of WA Government 2030 reduction target of 80% below 2020 levels. It also focuses on adapting to climate change impacts through sectorial adaptation planning and ensuring transparent progress reporting to the community and Parliament. The Bill has not progressed. In May 2025 the Premier indicated that climate change legislation introduced in WA would need to be carefully considered, particularly in regard to net zero targets, as WA is captured by national net zero legislation.

Local Government Amendment Act 2023	Amendments made to the *Local Government Act 1995*, under the first tranche of changes in the *Local Government Amendment Act 2023*, expanded the requirements for Local Government in regard to their general functions to ensure good governance outcomes for their communities. Under Part 3 s3.1(1A) General Function, Local Governments are now required (change in bold): a. *to promote the economic, social and environmental sustainability of the district; and* b. ***to plan for, and to plan for mitigating, risks associated with climate change**; and* c. *in making decisions, to consider potential long-term consequences and impacts on future generations.* These legislative changes were made without any sustainable investment model, or tools, to support the new responsibility.
State Public Health Plan 2025 - 2030	Under Stage 5 of the *Public Health Act 2016*, which commenced in June 2024, Local Governments are required to prepare and publish local public health plans by 4 June 2026 that consider the State Public Health Plan objectives and priorities. The objectives for the State Public Health Plan include "Protect against public and environmental health risks, effectively manage emergencies, reduce impacts of disaster, and lessen the health impacts of climate change".
Climate Change Mitigation	
Paris Agreement (2022 update)	The Paris Agreement, under the United Nations Framework Convention on Climate Change, aims to limit global warming to 1.5°C by the end of this Century, requires a 43% cut in global GHG emissions by 2030.
6th Intergovernmental Panel on Climate Change (IPCC) Report (2023)	The 6th IPCC Report summarises the state of knowledge of climate change, its widespread impacts and risks, and climate change mitigation and adaptation.
United Nations Climate Change Conference (COP 28) 2023	The COP 28 Agreement calls for a tripling of renewable energy capacity and doubling of energy efficiency improvements by 2030.

Net Zero Plan 2025	The Australian Government's Net Zero Plan guides Australia's transition to the legislated target of net zero emissions by 2050, covering all major parts of the economy and is consistent with international and domestic targets. The Plan sets out Government priorities, establishes policies and measures to reduce emissions and support ongoing and new investment in low emissions and renewable activities. The Plan is supported by Treasury Modelling on the impact of the transition.
Western Australian Climate Change Policy 2020	The Western Australian Climate Change Policy outlines the State Government's plan for a climate-resilient future. It highlights actions to be taken in collaboration with all sectors of the economy to achieve net zero emissions by 2050. Key programs include: • Low carbon transition • Clean Energy Future Fund • Electric Vehicle (EV) Strategy • Building WA's climate resilient future • Sectoral Emissions Reduction Strategy (SERS).
Climate Change Adaptation	
National Climate Resilience and Adaptation Strategy 2021-2025	The National Climate Resilience and Adaptation Strategy 2021-2025 outlines how the Australian Government will fulfil its 2012 COAG Roles and Responsibilities through three objectives for effective adaptation across Australia: 1. Drive investment and action through collaboration 2. Improve climate information and services 3. Assess progress and improve over time.
National Climate Risk Assessment (NCRA) 2025	The NCRA is the first comprehensive evaluation of how climate change will impact key systems and regions across Australia and provides a solid evidence base for coordinated adaptation planning. The assessment identified 63 nationally significant risks with a more detailed analysis of 10 priority hazards.
National Adaptation Plan 2025	The Plan builds on the National Climate Resilience and Adaptation Strategy and forms Australia's new framework for preparing for and responding to climate change impacts. The Plan represents the 'prioritise and plan' steps in the adaptation cycle, following the 'understand and assess' steps outlined in the NCRA.

Council of Australian Governments (COAG) Roles and Responsibilities for Climate Change Adaptation in Australia	The Council of Australian Governments (previously COAG, now known as National Cabinet) defined roles and responsibilities for managing climate risk and adaptation across all levels of government. This highlighted that all levels of government play a significant role in climate change adaptation and risk management. Whilst this was agreed to in 2012, it is still referred to in national and state climate adaptation policy.
Western Australian Climate Adaptation Strategy 2023	Sets out directions to support climate adaptation in WA: 1. Produce and communicate credible climate information and resources 2. Build public sector climate capability and strengthen accountability 3. Enhance sector-wide and community partnerships 4. Empower and support the climate resilience of Aboriginal people.
Australian Local Government Association (ALGA) Policy and Advocacy	
Advocacy	ALGA has positions on both Climate Adaptation and Emissions Reduction and calls for a range of funding Programs and support for Local Government.
Adapting Together – Local Government Leadership in a Changing Climate Report 2025	The Report uses more than 200 examples of Local Governments showing leadership and taking action to address climate impacts, and five case studies to model the national value of Local Government climate adaptation.

3. Technology

Technological changes most relevant to Local Government include the transition to renewable energy, uptake of electric vehicles and changes to energy efficiency standards under the National Construction Code.

In line with legislated net zero targets, the Australian Government is also targeting 82% renewable energy in the country's electricity grids by 2030. It is essential that the energy transition currently underway delivers economic opportunities, ensures reliable and affordable electricity and benefits for the local community. In 2024 WALGA developed a suite of advocacy positions (see Section 6) related to the renewable energy transition, forming the basis of WALGA's advocacy on behalf of the sector on this issue.

4. Climate Change projections and economic impact

Analysis of historic trends indicates Western Australia is already experiencing the impacts of climate change:

- Western Australia has warmed since 1910, with an average temperature increase of 1.3 °C.
- Since 1900, rainfall has increased over most of Western Australia, apart from the far west and southwest where it has declined; the decline in southwest Western Australia has been larger than anywhere else in Australia.
- The number of days with dangerous weather conditions for bushfires increased in nearly all locations.

In 2025, the Australian Climate Service released the first National Climate Risk Assessment (NCRA) in conjunction with the Bureau of Meteorology, CSIRO, the Australian Bureau of Statistics and Geoscience Australia, which provides an important evidence base on climate risks across Australia. The NCRA assembles data and analysis in a nationally consistent way to be used by Government and community to inform adaptation at a national, regional and local level. It identifies and assesses the impact of 10 priority hazards, over four time horizons, under emissions scenarios of 1.5°C, 2°C and 3°C for 11 geographic regions (including Western Australia north and south). The NCRA also considers the key risks to various systems, including communities in urban, regional and remote areas, primary industries and food, health and social support and the natural environment.

The most up to date projections of WA's climate up to 2100 are being produced by the Western Australian Department of Water and Environmental Regulation (DWER) as part of the State Government's Climate Science Initiative (CSI). The CSI is intended to provide a better understanding of climate change at a local level by producing climate projections at smaller scales (20 km and 4 km resolution). At these scales, regional influences like topography, land use and coastlines can be better understood, as well as extreme events like storms.

Statewide temperature and rainfall climate projections have been produced for the whole of WA at a grid resolution of 20 km up to 2099 under low and high emissions scenarios. Projections at a grid scale of 4 km are anticipated to be available for the South West in early 2026 and for the North West, covering the Pilbara and Kimberly regions, in late 2026.

There is significant evidence identifying the negative impact on the economy from increasing climate change risks and hazards (Productivity Commission Inquiry) with infrastructure and agricultural sectors likely to face some of the most significant challenges. The Insurance Council of Australia, reports that the cost of extreme weather events has resulted in payments to policy holders impacted by extreme weather events rising from an average of $2.1 billion p.a. in real terms over the last 30 years to an average

of $4.5 billion p.a. over the last five years. Deloitte Access Economics (2022), estimate that climate change will cost the nation up to $1 trillion by 2050 and that $380 billion of these costs could be avoided if immediate action is taken to reduce emissions and adapt.

5. Local Government activities and barriers

Reflecting the requirements of the *Local Government Act 1995*, as of July 2025, 79 Local Government's Strategic Community Plans make specific reference to climate change, with a further 40 mentioning sustainability more broadly. Of these, 50 have targeted climate change plans or strategies.

Figure 1 identifies metrics relating to Local Governments' climate change related commitments and activities.

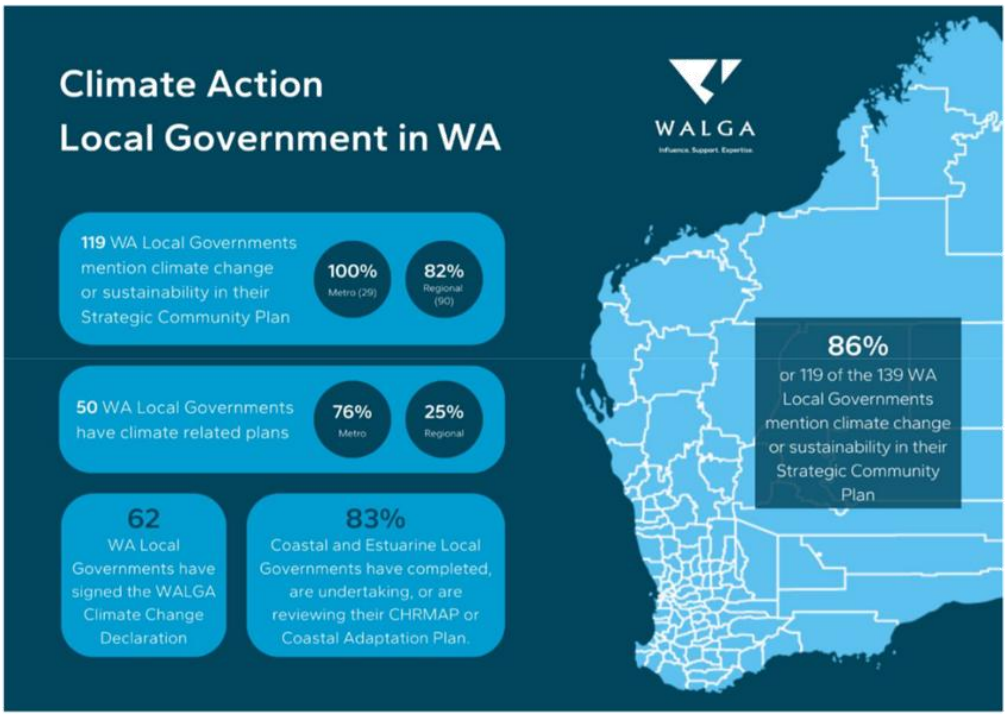

Figure 1: Local Government Climate Change commitments and activities

WALGA has undertaken a regular Climate Change Survey of Local Governments since the 2018 position was adopted, with surveys undertaken in 2020, 2022 and 2024 (see Table 2).

Table 2: Snapshot of WALGA climate change survey responses

Year	*Metropolitan (no. and % of respondents)*	*Regional (no. and % of respondents)*	*Total Respondents*
2020	29 (79.1%)	110 (79.1%)	139
2022	16 (32.6%)	33 (67.3%)	49
2024	27 (31.3%)	59 (68.6%)	86

These surveys consistently identify the main barriers to undertaking emissions reduction and adaptation actions for Local Government as **limited capacity, expertise**, **funding** and **support**. These issues are particularly significant for smaller, regional Local Governments, whose assets and communities are more vulnerable to the impacts of climate change, such as extreme weather events.

Findings from the 2024 climate change survey reinforced that these issues remain the main barriers for Local Governments and are compounded by the many **competing priorities** within Local Governments. Survey respondents understood requirements for Local Government to incorporate climate change considerations into their operational planning, however reported limited knowledge or resources to undertake change. The Australian Local Government Climate Review identified that this is a critical issue for the sector in relation to emergency management. When emergency events occur, Local Governments have the most significant and immediate burden of managing the consequences compared to other levels of Government (Figure 2).

Coastal erosion is an example of the inequitable cost burden placed on Local Government. The State Government has identified 55 coastal erosion 'hotspots' (15 metropolitan, 40 regional) and flagged an additional 31 locations (8 metropolitan and 23 regional) for future consideration. 23 Local Government areas have been recognised as requiring active management over the next 25 years.

Under State Planning Policy 2.6, Local Government is responsible for planning and addressing predicted erosion and inundation hazards, through the preparation of Coastal Hazard Risk Management and Adaptation Plans (CHRMAP). Through the CoastWA Program, the State Government has delivered funding and support to Local Governments to manage current impacts of coastal erosion and inundation and to plan and prepare for increased impacts in the future. However, the level of funding provided for the CoastWA Program is inadequate and is due to expire in 2025-26. Only $33.5 million was allocated to the Program over five years to 2025-26, despite the State Government estimating in 2019 that the cost to manage the 55 hotspots was $110 million over the same period – with more funding required over the medium to long-term.

Figure 2: Snapshot of 2024 WALGA Local Government Climate Change Data in relation to main barriers faced by Local Government in addressing climate change.

6. WALGA Advocacy

WALGA's 2025 State Election Priorities and 2026-27 State Budget Submission advocates for State Government support and investment under Climate Resilience, Low Carbon and Disaster Ready themes including funding for emergency management, waste, water availability and infrastructure, coastal erosion and inundation, urban tree canopy and EV charging infrastructure.

WALGA has a suite of Advocacy Positions that relate to these priority areas and are supported by WALGA's current Climate Change Policy Position, including:

- Water Management (4.3)
- Urban Forest (4.5)
- Street Lighting (5.5)
- Vehicle Emissions (5.14)
- Renewable Energy (6.16, 6.17, 6.18)
- Building Act and Regulations (6.6)
- Coastal Planning (6.8)
- Emergency Management (8.1, 8.2, 8.11).

In 2021-23, WALGA secured State Government funding to deliver a Regional Climate Alliance (RCA) Pilot Program, an initiative under the Western Australian Climate Policy.

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Modelled on successful programs in other jurisdictions, two groupings of Local Governments, the South Coast Alliance and Goldfields Voluntary Regional Organisation of Councils (GVROC), focused on accelerating climate action at the regional scale. WALGA continues to advocate to the State Government to implement a statewide program to assist to Local Governments, particularly in regional communities, and secure State Government investment in the management of climate risks.

Local Governments own energy use provides an opportunity for renewable energy and enhanced disaster resilience, with many Local Governments upgrading their assets and facilities with solar and battery storage capabilities. In April 2022, WALGA commenced an aggregated purchase arrangement on behalf of the sector to deliver both economic savings and emission reductions to participating Local Governments. It is estimated that the first three-year term of the contract collectively delivered cost savings of approximately $34 million and sustainability benefits through carbon offsets. The second iteration of the project, involving 50 Local Governments, commenced in early 2025 has projected savings of $34 million to participating members in addition to substantial renewable energy and sustainability co-benefits.

The uptake of electric vehicles has also gained momentum with the Australian and State Governments investing in charging infrastructure and implementing programs to encourage the adoption of electric vehicles. Many Local Governments have also been transitioning their fleets and installing corporate and public use charging infrastructure.

In 2024, after two years of project development, WALGA successfully secured $4.51 million ($3.51 million funding from the Australian Renewable Energy Agency (ARENA) and $1 million from the State Government) to fund charging infrastructure and energy upgrades to support the transition to electric vehicles across 22 Local Governments. 105 charging stations were delivered under the project and participating Local Governments co-invested $7.68 million to roll out more than 140 Electric Vehicles to replace petrol and diesel vehicles.

In May 2025, changes to the National Construction Code came into effect. These changes included a strong focus on energy efficiency of new builds and expanding requirements for commercial buildings to facilitate electric vehicle charging infrastructure, solar and battery storage.

Local Governments play a role in the compliance and uptake of these standards both with industry and their communities. To support this, WALGA developed a discussion paper in 2022 to explore the opportunities for Local Government in supporting the Trajectory for Low Energy Buildings. The Trajectory is a national plan to achieve net zero carbon and energy residential and commercial buildings and provides recommendations to improve energy efficiency in existing buildings. WALGA's State Council endorsed its support of the Trajectory in 2021.

WALGA also provides secretariat support to the Western Australian Local Government Climate and Sustainability Alliance (WASCA), a growing sector-led officer network with over 100 officers from 45 Local Governments seeking to share knowledge and build capacity across the sector in climate related activities.

7. Draft Advocacy Position

The current climate change Advocacy Position reflects the policy and legislative environment and lower level of political consensus regarding the science of climate change at that time.

Importantly, the Australian Government has legislated Australia's emissions reductions targets of 43 per cent below 2005 by 2030 and net zero by 2050, consistent with Australia's commitments under the Paris Agreement. The Western Australian Government has indicated that it is committed to achieving net zero emissions by 2050 in line with the national legislated target, although it has not committed to progressing with legislating this target.

Local Governments' general function under the *Local Government Act 1995* has also been expanded to include planning for, and mitigating, the risks associated with climate change.

Climate analysis and projections emphasise the need for action to adapt to the escalating impacts from climate change on Australia and Western Australia, including more frequent and severe disaster events, as well as more heatwaves and rising sea levels.

Taking these factors into consideration, along with the feedback provided by the sector regarding the need for dedicated funding and support for emissions reduction and adaptation, WALGA has developed the following revised, draft Climate Change Advocacy Position:

1. *Local Government acknowledges the risks associated with, and is committed to, addressing climate change.*
2. *WALGA calls on the Australian and Western Australian Governments to:*
    a. *Provide the necessary climate leadership, coordination and action to ensure an orderly transition to achieve emission reduction targets and address the impacts of climate change.*
    b. *Provide dedicated funding, guidance and practical support to assist Local Governments to undertake emissions reduction and adaptation actions.*

WALGA is seeking Council endorsed feedback on the draft Climate Change Advocacy Position by COB Friday, 1 May 2026. Feedback can be provided to environment@walga.asn.au.

5.5 ADVERTISING OF LOCAL PLANNING POLICY: HERITAGE AREA GUIDELINES, LOCAL PLANNING POLICY: CHARACTER AREA GUIDELINES AND PROPOSED LACEY STREET HERITAGE AREA

Attachments:
1. **Local Planning Policy: Heritage Area Guidelines**
2. **Local Planning Policy: Character Area Guidelines**
3. **Local Planning Policy: Heritage Area Guidelines - Schedule of Modifications**

RECOMMENDATION:

That Council:

1. **RESOLVES in accordance with Schedule 2, Clauses 5(1), 9(3) and 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015* to PREPARE and PUBLISH a notice for the purpose of advertising of:**

   - **Amendments to Local Planning Policy: Heritage Area Guidelines and the inclusion of the Lacey Street Heritage Area included in Attachment 1; and**
   - **Amendments to Local Planning Policy: Character Area Guidelines included in Attachment 2; and**

2. **NOTES that any submissions received during the advertising period would be presented to Council for consideration.**

PURPOSE OF REPORT:

For Council to approve amendments to Local Planning Policy: Heritage Area Guidelines (Heritage Area Guidelines) and Local Planning Policy: Character Area Guidelines (Character Area Guidelines) for the purpose of public consultation.

The review of these policies is related to formalising the Lacey Street Precinct as Heritage Area consistent with the City's Local Heritage Survey (LHS) and involves:

- Removal of the Lacey Street Precinct from the Character Area Guidelines.
- Inclusion of the Lacey Street Precinct as a Heritage Area in the Heritage Area Guidelines, along with a broader review of this policy.

DELEGATION:

In accordance with Schedule 2, Clause 9 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) a local government may designate a heritage area. In accordance with Schedule 2, Clause 5 of the Regulations, a local government may make an amendment to a local planning policy.

In accordance with the *Local Government Act 1995*, 'local government' refers to the elected Council.

Council has not provided any delegation to Administration for amending existing local planning policies.

Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas (Designating Heritage Areas Policy) sets out that the designation of a Heritage Area is to be considered by Council.

BACKGROUND:

Lacey Street Precinct

Context

The Lacey Street Precinct is in Perth situated between Brisbane Street and Bulwer Street, approximately 90 metres west of HBF Park and 160 metres east of Beaufort Street.

The Lacey Street Precinct comprises modest single-storey suburban housing dating from the early 1900s Federation era.

To conserve this early building stock, Design Guidelines for Lacey Street were first adopted by Council in December 2006. These were subsequently incorporated into formal Character Area Guidelines by Council in July 2023.

The Lacey Street Character Area Guidelines set standards and local housing objectives to ensure new development does not adversely impact the recognised character of the streetscape.

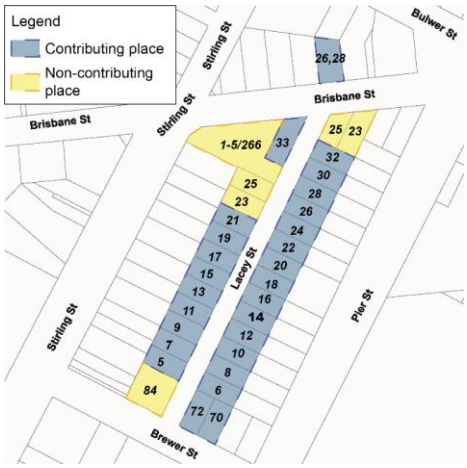
Elevation of Lacey Street to a Heritage Area

At its meeting on 9 December 2025, Council approved the LHS.

The key function of a LHS is to identify areas of cultural and historical significance, and to inform the designation of Heritage Places and Heritage Areas.

The LHS identifies the Lacey Street Precinct as a Heritage Area in recognition of its intact and coherent streetscape character.

This was in response to receiving a community nomination for the Lacey Street Precinct to be elevated to a Heritage Area during preliminary engagement in March and April 2024 that informed the LHS.



Lacey Street Heritage Area outlined in Local Heritage Survey

Difference between a Character Area & Heritage Area

The difference between a Character Area and Heritage Area is:

- A Character Area is a street, precinct, or group of places that exhibits a recognisable and valued streetscape character, derived from consistent built form, scale, and landscape elements.

  While not necessarily of cultural heritage significance, these areas are identified for their visual coherence and community value, with planning controls focused on maintaining the established streetscape pattern and appearance.

- A Heritage Area is a street, precinct, or group of places that possesses cultural heritage significance, warranting conservation and enhancement.

  These areas reflect important historic, aesthetic, or social values, and typically demonstrate a cohesive physical form associated with a particular period or periods of development. Planning controls for Heritage Areas prioritises the retention of significant fabric and heritage values.

A Heritage Area has a greater level of statutory protection under the City's Local Planning Scheme No. 2 (LPS2) compared to a Character Area. This includes requiring planning approval for demolition of a property in a Heritage Area.

The City currently has three Heritage Areas being Brookman and Moir Streets, Janet Street and Harley Street. These are included within the Heritage Area Guidelines. Like the Character Area Guidelines, these provide guidance for development.

Lacey Street Heritage Area Statement of Significance

The Statement of Significance of the Lacey Street Heritage Area from the City's LHS is:

Lacey Street has a distinctive intact and coherent urban character in the public realm that is confined by the roads truncating this short street.

Within this setting the heritage character is derived from the modest, single storey suburban houses dating from the Federation era (c.1900-1915). The defined period and nature of development have resulted in a complimentary palette of materials and design idioms.

The subdivision of this area was undertaken by Edmund Gilyard Lacey, a prominent businessman and property owner in the late 19th century. This subdivision represents the relatively common practice where private owners subdivided land parcels close to the Perth CBD.

The collection of houses in the study area helps to demonstrate the scale and standard of houses built and occupied by people such as small business owners, clerks and tradesmen in the early twentieth century.

The study area includes a good representative collection of modest early twentieth century brick houses developed near the Beaufort Street tramway and Guildford Railway line.

Need for Lacey Street Heritage Area Guidelines

To support the elevation of the Lacey Street Precinct to a Heritage Area it is necessary for:

1. The Character Area Guidelines to be updated to remove the specific Lacey Street Character Area Guidelines. These are no longer applicable because it is now a Heritage Area.
2. The Heritage Area Guidelines to be updated to include specific Lacey Street Heritage Area Guidelines.

Wider Heritage Area Guidelines Review

The Residential Design Codes (R Codes) set out standards and objectives to guide residential and mixed use development throughout Western Australia.

The Heritage Area Guidelines modify certain R Code standards and objectives to provide locality-specific development outcomes.

The State Government made amendments to the R Codes in 2024. As a result of this some of the existing standards of the Heritage Area Guidelines require the approval of the Western Australian Planning Commission (WAPC) to continue to be implemented.

The Heritage Area Guidelines were first approved in September 2015 and have been periodically updated as new Heritage Areas were added. However, they have not undergone a holistic review during this period.

As part of progressing the Lacey Street Heritage Area, the remaining Heritage Area Guidelines have been reviewed to align with the R Codes, address inconsistent language and formatting, and to confirm the elements which WAPC approval is needed.

DETAILS:

Proposed Amendments to Local Planning Policy: Heritage Area Guidelines

Draft Lacey Street Heritage Area Guidelines

The draft Lacey Street Heritage Area Guidelines (Appendix 4 of **Attachment 1**) are based on the general objectives, standards, and local housing objectives in the existing Lacey Street Character Area Guidelines.

These were originally developed in consultation with the community and reflect the aspirations for built form and the established streetscape.

Modifications have been made to ensure the draft Lacey Street Heritage Area Guidelines are contemporary, concise, and easy to understand. These modifications are detailed in **Attachment 3,** and a summary is provided below:

Existing Lacey Street Character Area Guidelines	Draft Lacey Street Heritage Area Guidelines
Demolition and Conservation	
• The front two rooms of a contributing place are to be retained. • Contributing places maintain their appearance.	**Intent retained** – This is also more broadly applicable to all Heritage Areas and has been incorporated as a general standard that seeks for the entirety of contributing places to be retained, rather than only applying to Lacey Street.
Building height	
• Standard for a maximum building height of 2 storeys. • Ground floor wall heights reflect the streetscape.	**Retained.**
Street setbacks	
• Street setbacks based on the adjoining properties. • Upper floor additions for contributing places located to not be directly visible from the street. • Garages and carports located behind the building's façade.	**Retained** – Two additional standards included to: • Allow porches to come forward of the dwelling to reflect the existing streetscape. • Expands the existing upper floor setback standard to also capture non-contributing buildings.
Lot boundary setbacks	
• Only one boundary wall to a side lot boundary.	**Retained.**
Streetscape	
• Front fences a solid to a maximum height of 0.75 metres and total fencing height a maximum height of 1.2 metres. • Materials and colours reflect the streetscape and existing dwelling.	**Retained.**
Access	
• Maximum driveway widths of 3 metres.	**Retained.**
Trees and landscaping	
• Paved areas minimised, trees planted where possible, and streetscape connectivity not obstructed by gardens.	**Retained.**
Subdivision	
• Original lot sizes remain apparent. • Subdivision does not increase the number of vehicle access points.	**Intent retained** – These are also more broadly applicable to all Heritage Areas and have been incorporated as general standards that seek to inform subdivision, rather than only applying to Lacey Street.

The general objectives of the draft Lacey Street Heritage Area Guidelines have been updated as follows:

1. *Maintain a consistent street frontage by promoting the construction of front fences where missing, and ensure front fences are low height or open style and are consistent with the Heritage Area in terms of materiality and colour.*
2. *Maintain the absence of interruptions to the streetscape by car parking facilities and driveways in the front setback area and encourage the removal of visually intrusive car parking structures.*
3. *Retain the uniformity in lot sizes to ensure the rhythm of the traditional streetscape is not eroded.*
4. *Encourage a high standard of architectural and sustainable building design for new development and additions to contributory places.*

Review of Remaining Heritage Area Guidelines

A broader review of the remaining Heritage Area Guidelines has been undertaken to ensure these remain contemporary and fit-for-purpose.

Minor changes are recommended to maintain the intent of the general objectives, standards, and local housing objectives of each Heritage Area, while providing stronger performance-based guidance.

This would reduce duplication and improve readability and application.

The draft Heritage Area Guidelines are in **Attachment 1,** and the proposed modifications are detailed in **Attachment 3**.

Proposed Amendments to Local Planning Policy: Character Area Guidelines

The Character Area Guidelines were recently reviewed and approved by Council at its meeting on 9 December 2025. These are currently awaiting final approval from the WAPC.

An amended version of these Character Area Guidelines with all references to the Lacey Street Character Area removed is included in **Attachment 2**.

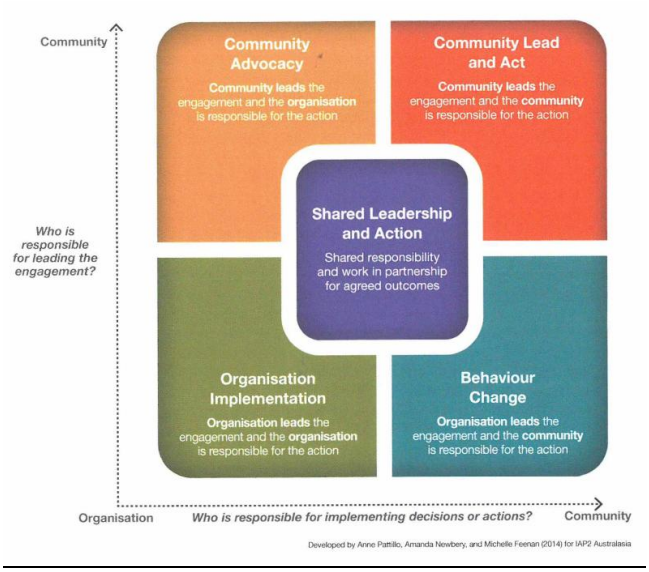
No other changes to the existing Character Area Guidelines are proposed.

CONSULTATION/ADVERTISING:

Community consultation on the proposed amendments to the Character Area Guidelines and Heritage Area Guidelines (including the Lacey Street Heritage Area) would be undertaken for a period of 21 days, in accordance with the Regulations and the City's Community and Stakeholder Engagement Policy.

Consultation would occur in the following ways:

- A public notice published on the City's website, in the local newspaper, and exhibited on the notice board at the City's Administration and Library and Local History Centre.
- Letters sent to all owners and occupiers of properties within and adjoining the Lacey Street, Brookman and Moir Streets, Janet Street and Harley Street Heritage Areas.
- Signs installed at the entrance of each of the Lacey Street, Brookman and Moir Streets, Janet Street and Harley Street Heritage Areas.
- Referral to the Department of Planning, Lands and Heritage (Heritage and Property Services team).



Organisation Implementation

Engagement is used to both inform the community about the proposed policy, project or propositions, and to provide some input to the shape or execution of the policy, project or proposition.

Tension: People feel forced leading to an unresponsive process.
Mitigation: Increasing the level of influence, and implementing a transparent, robust process.

Required under regulations/legislation

A robust process to engage with the community and stakeholders.

LEGAL/POLICY:

Heritage Framework

Clause 104 of the *Heritage Act 2018* states that the purpose of a LHS is to assist in preparing a list of Heritage Areas under a local planning scheme.

The City's LHS was approved in December 2025 and identifies Lacey Street as a Heritage Area.

Planning Framework

Schedule 2, Clause 5 of the Regulations provides for a local planning policy to be amended.

Schedule 2, Clause 9 of the Regulations allows local governments to establish a Heritage Area to apply special planning controls to protect and enhance areas of cultural historical significance and character.

Thus requires a local planning policy for the Heritage Area to be prepared.

The Heritage Area Guidelines is a local planning policy that includes development standards and objectives for all the City's Heritage Areas.

To give effect to the Lacey Street Heritage Area identified in the LHS it is necessary to amend the:

- Character Area Guidelines to remove the existing Lacey Street Character Area Guidelines.
- Heritage Area Guidelines to include the draft Lacey Street Heritage Area Guidelines.

The draft Heritage Area Guidelines have been prepared in line with the Heritage Council of WA's Guidelines for Heritage Area, State Planning Policy 3.5: Historic Heritage Conservation (SPP3.5), and the City's Designating Heritage Areas Policy.

WAPC Approval

Clause 3.2.3 of the R Codes Volume 1 and Clause 1.2.2 of the R Codes Volume 2 allow for local planning policies to amend, replace, and/or augment a standard. Approval to modify some development standards requires approval from WAPC.

The Heritage Area Guidelines require the approval of the WAPC because these propose to modify standards of the R Codes Volumes 1 and 2. All Heritage Areas are subject to the R Codes Volume 1, with the Lacey Street Heritage Area also subject to R Codes Volume 2 (where multiple dwellings are proposed).

Clauses 3.1 of the R Codes Volume 1 and 1.2.3 of the R Codes Volume 2 sets out that any modifications are to be:

Modifications to R Codes Volume 1	**Modifications to R Codes Volume 2**
• Warranted due to a specific need identified by the decision-maker related to that particular locality or region. • Consistent with the relevant provisions of SPP 7.0 Design of the Built Environment. • Consistent with the general objectives of the R-Codes Volume 1, as well as the section objectives and the design principles of Part B and C (as applicable).	• Warranted due to a specific need related to that particular locality or region. • Consistent with the Element Objectives of the R-Codes Volume 2. • Can be properly implemented and audited by the decisionmaker as part of the ongoing building approval process.

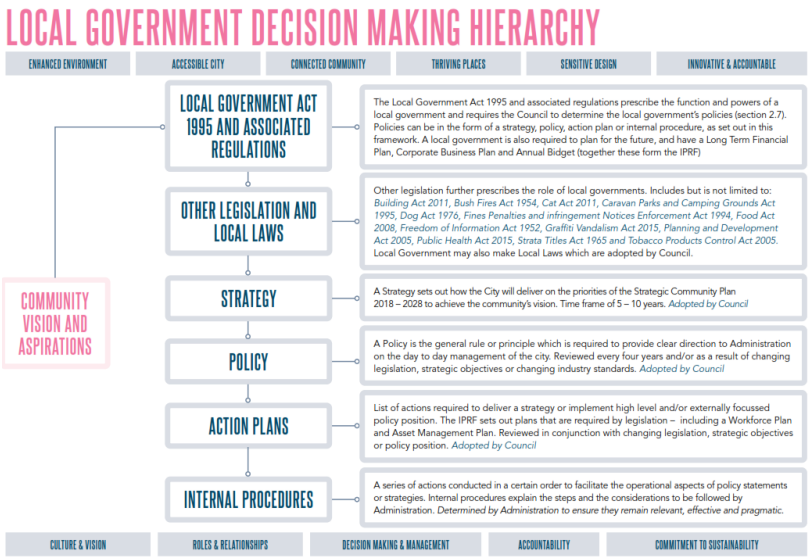
Corporate Document Development Policy

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

The City's Corporate Document Development Policy sets out the process for the development and review of the City's policy documents.

In accordance with section 2.3 of the Policy Development and Review Policy:

The purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy.



RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to undertake community consultation for the proposed amendments to the Heritage Area and Character Area Guidelines, including the Lacey Street Heritage Area.

The Lacey Street Heritage Area is identified as a Heritage Area within the LHS following a community nomination and was supported the City's external heritage consultant.

The inclusion of Lacey Street within the Heritage Area Guidelines is necessary to give it effect consistent with the LHS. The draft Lacey Street Heritage Area Guidelines builds on the existing Character Area Guidelines which were previously consulted on and have been informed by preliminary advice from the City's Design Review Panel (DRP).

Without the Lacey Street Heritage Area Guidelines there would not be a local planning policy to support it as a Heritage Area. This would mean that there would be no policy guidance to assess future development applications and ensure Lacey Street's cultural significance is formally recognised and protected as part of the planning approval process.

The broader review of the Heritage Area Guidelines ensures this is contemporary and easy-to-read but importantly does not alter Council or community expectations for the Heritage Areas. The review is necessary to ensure that the relevant development standards are approved by the WAPC so that these can continue to be implemented.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Sensitive Design

Our built form character and heritage is protected and enhanced.

FINANCIAL/BUDGET IMPLICATIONS:

The City's existing operating budget is sufficient to undertake the review and community consultation activities related to the amendments of the Heritage Area Guidelines and Character Area Guidelines.

Landowners within the Lacey Street Heritage Area would become eligible to apply to the City's annual Heritage Assistance Fund.

This provides financial support for maintenance and conservation works to properties of recognised heritage significance, including heritage areas. on a dollar-for-dollar basis, with the City contributing up to 50 per cent of the total cost, capped at $5,000.

The Heritage Assistance Fund is captured within the City's operating budget.

COMMENTS:

Draft Lacey Street Heritage Area

- Implementation of Local Heritage Survey – The LHS identifies the Lacey Street Precinct as a Heritage Area, recognising its intact and coherent Federation-era streetscape. To formalise this, it is necessary for it to be elevated from a Character Area to a Heritage Area under LPS2 and be accompanied by supporting guidelines.

  Establishing the Lacey Street Heritage Area Guidelines would give statutory effect to the Heritage Area. The development standards and objectives the draft Lacey Street Heritage Area Guidelines would ensure development does not detract from the area's cultural heritage values or established streetscape.

- Heritage Outcome – The draft Lacey Street Heritage Area would not result in any changes to the built form outcomes currently being achieved under the Character Area Guidelines.

  This is because the proposed objectives and standards are based on the existing Character Area Guidelines and reflects the significant built form features in the Lacey Street Precinct.

  The main difference is that development approval would now be required for any proposed demolition (partial or complete). This provides an additional layer of protection to retain and conserve the existing heritage significance of the area.

- Objectives – The draft Lacey Street Heritage Area Guidelines objectives are consistent with those within the existing Character Area Guidelines, except for the following to which provides for clearer guidance for the intended outcomes:

  - The existing objectives relating to conserving buildings and providing guidance for subdivision have been elevated to the general policy objectives ensuring a consistent approach across all Heritage Areas.
  - The objective for front fencing has been modified to encourage the construction of front fences where they are missing, contributing to a more intact and consistent streetscape.
  - The objective relating to car parking structures has been refined to encourage the removal of visually intrusive structures to enhance the streetscape.

- Additional Street Setback Standard – The Lacey Street streetscape typically includes porches positioned in front of the main building line as a feature of the Federation era. The existing Character Area Guidelines do not address porch placement.

  The inclusion of a new standard allowing verandahs (or similar structures) to project forward of the dwelling would further ensure that new development reflects the established streetscape.

- Design Review Panel Feedback – The draft Lacey Street Heritage Area Guidelines were reviewed by the heritage specialist on the City's DRP. The DRP member was supportive, noting that the these accurately reflect the architectural and historical context of the area and would ensure the protection of its cultural significance.

  The DRP member provided a number of recommendations which have been incorporated into the draft Lacey Street Heritage Area Guidelines. These included modifications to the general objectives relating to car parking, fencing, and referencing HCWA's guidance on materials and colour.

Heritage Area Guidelines Review

- Wider Review – Incremental updates as new Heritage Areas have been added since 2015 has resulted in inconsistent formatting and variations in the wording of objectives and standards.

  These have been reviewed in line with the HCWA's Guidelines for Heritage Area and maintain the overall intent of the existing objectives and standards.

  Modifications have been made to improve consistency, simplify, and make these easier to understand, improve readability and useability by reducing duplication, and to align with the current R Codes.

- WAPC Approval – Approval from the WAPC would be sought for the below standards, ensuring that these can continue to be enforced and implemented so that development continues to respect the existing streetscape of the respective Heritage Areas.

Standards Requiring WAPC Approval	Administration Comment
Brookman & Moir Heritage Area	
• Additions are not located closer to the lot boundary when compared to the existing house. • No minimum standard for on-site car parking spaces to be provided on site.	• This standard seeks to maintain the streetscape rhythm by ensuring that additions are not located closer to the lot boundary than the existing house. • Brookman and Moir Streets were developed in the late 19th century when private car parking was not required. Car parking now occurs on street. This standard reflects that context and removes the requirement for on-site parking to be provided within the property to minimise introducing parking structures such as carports and garages into the streetscape.
Lacey Street Heritage Area	
• Driveways are to be a maximum of 3 metres in width.	• Lacey Street's established streetscape includes consistent driveway widths of 3 metres. This standard seeks to maintain 3 metre driveway widths for new development to minimise the visual impact of vehicle access points on the streetscape.

LOCAL PLANNING POLICY: HERITAGE AREA GUIDELINES

Legislation / local law requirements	*Heritage Act 2018* *Planning and Development Act 2005* This policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*
Relevant delegations	16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme
Related policies, procedures and supporting documentation	Residential Design Codes Volume 1 and Volume 2 City of Vincent Local Planning Scheme No. 2 Local Planning Policy: Built Form Local Planning Policy: Amending the LHS, Heritage List and Designating Heritage Areas Local Planning Policy: Assessing Cultural Heritage Significance Local Planning Policy: Development Guidelines for Heritage Places Local Planning Policy: Interpretation of Heritage Places City of Vincent Local Heritage Survey and Heritage List

PART 1 – PRELIMINARY

INTRODUCTION

The City of Vincent (City) exhibits rich built form heritage, shaped by residential development dating back to the 1880s. Ongoing development over time has created localities that reflect generational building design, contributing to the City's distinctive urban character.

The City recognises the importance of protecting areas where clusters of heritage buildings have been retained, as these precincts form unique streetscapes that reflect the historical and architectural evolution of the area.

These places and precincts are identified through the City's Local Heritage Survey. This Policy provides development guidance for these unique streetscapes to ensure heritage values are conserved and respected.

PURPOSE

The purpose of this Policy is to establish a framework for identifying areas within the City that demonstrate heritage characteristics valued by the community, and to provide guidance for assessing development proposals within these areas to ensure that heritage significance is conserved and appropriately managed.

The Policy distinguishes between contributory places and non-contributory places where necessary, as follows.

LOCAL PLANNING POLICY: HERITAGE AREA GUIDELINES

Level of significance	Description	Desired Outcome
Contributes	Contributes to the significance of the Heritage Area.	Conservation of the place is desirable. Any external alterations or extensions should reinforce the significance of the area, in accordance with the Design Guidelines.
Does not contribute	Does not contribute to the significance of the Heritage Area.	Existing fabric does not need to be retained. Any new (replacement) development on the site should reinforce the significance of the area, in accordance with the Design Guidelines.

OBJECTIVES

The objectives of this Policy are to:

1. Identify areas within the City that contain characteristics valued by the community to be known as Heritage Areas.
2. Establish a planning and design framework to protect the streetscape located within Heritage Areas.
3. Ensure that new development is sympathetic and contributes to the unique character and built form of each individual Heritage Areas.
4. Retain heritage significance by conserving the cultural values of Heritage Areas and protecting them from incompatible development.

SCOPE

This Policy applies to the identification, nomination and establishment of Heritage Areas subject to the City's Local Planning Scheme No. 2 (LPS2) and sets out development provisions for all properties within these.

Heritage Areas will be established in accordance with Schedule 2 Part 2 of the *Planning and Development Regulations (Local Planning Scheme) 2015* (Regulations). The City's current Heritage Areas are:

HERITAGE AREAS

Harley Street Heritage Area
Janet Street Heritage Area
Brookman and Moir Streets Heritage Area
Lacey Street Heritage Area

Note: Parry Street Precinct is on the State Register for Heritage Places (11543), however, is not subject to this Policy.

- This Policy forms part of the City's local planning policy framework. Where this Policy is inconsistent with the City's LPS2, LPS2 prevails. Where inconsistent with an adopted Local Development Plan or Precinct Structure Plan, this Policy prevails.
- Where this Policy amends the Deemed-to-Comply provisions of the Residential Design Codes (R Codes) Volume 1 or Volume 2, the provisions of this Policy shall prevail.
- Development is to be assessed against the Acceptable Outcomes of this Policy, and the relevant Deemed-to-Comply provisions of the Local Planning Policy: Built Form (Built Form Policy) and R Codes.

LOCAL PLANNING POLICY: HERITAGE AREA GUIDELINES

- Where these are not met, proposals are to be assessed against the General Objectives, and relevant Heritage Area Local Housing Objectives of this Policy, along with the Local Housing Objectives of the Built Form Policy and Design Principles/Element Objectives of the R Codes.

Note: This Policy should be read in conjunction with the City's Local Planning Policy: Development Guidelines for Heritage Places.

PART 2 – DESIGNATING HERITAGE AREAS AND GENERAL DEVELOPMENT PROVISIONS

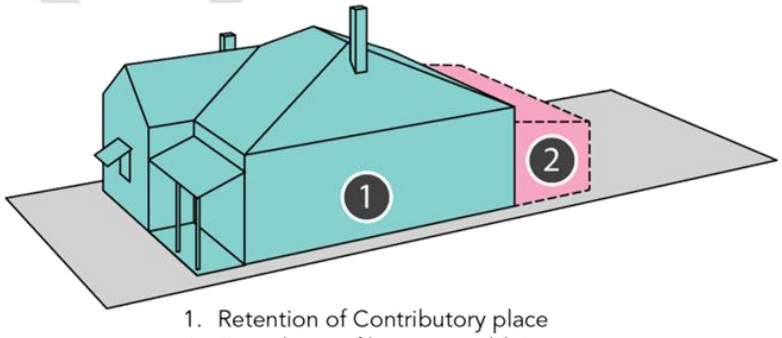
DESIGNATING HERITAGE AREAS

1. The designation of Heritage Areas will be considered by the City in accordance with Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Area.

GENERAL DEVELOPMENT PROVISIONS

The following provisions apply to all Heritage Areas and are to be considered alongside the specific provisions for each individual Heritage Area

1. Demolition This applies to the removal of structures that results in materialistic changes to the property. The demolition of **non-contributory places** is exempt from requiring **development** approval.	
Local Housing Objectives	**Acceptable Outcome**
O1.1 The retention of structures associated with a **contributory place** is not possible due structural integrity and safety in accordance with an assessment by a qualified structural engineer with heritage experience supported by a **Heritage Impact Statement** prepared by a qualified heritage consultant. O1.2 Demolition of structures provides for the conservation and enhancement of the **Heritage Area**.	A1.1 All **contributory places** should be retained (refer to **Figure 1**).



1. Retention of Contributory place
2. Demolition of later rear additions

LOCAL PLANNING POLICY: HERITAGE AREA GUIDELINES

CITY OF VINCENT

2. Conservation	
Local Housing Objectives	**Acceptable Outcome**
O2.1 All **contributory places** retain their original or most significant stage of appearance and any restoration work to match that appearance is based on photographic, archival and physical evidence.	No applicable acceptable outcome.

3. Subdivision	
Local Housing Objectives	**Acceptable Outcome**
O7.1 Subdivision and Amalgamation should maintain the consistency and regularity of **lot** sizes on the street and should not affect the setting and visual prominence of **contributory places** in the area. O7.2 Original **lot** sizes remain apparent in the **Heritage Area**. O7.3 Subdivision or amalgamation of lots should not increase the number of crossovers for the original.	No applicable acceptable outcome.

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LOCAL PLANNING POLICY: HERITAGE AREA GUIDELINES

CITY OF VINCENT

APPENDIX 1: HARLEY STREET HERITAGE AREA GUIDELINES

SCOPE AND CONTRIBUTION OF INDIVIDUAL PLACES

The Harley Street Heritage Area and degree of contribution of each property is detailed defined in **Map 1.**

STATEMENT OF SIGNIFICANCE

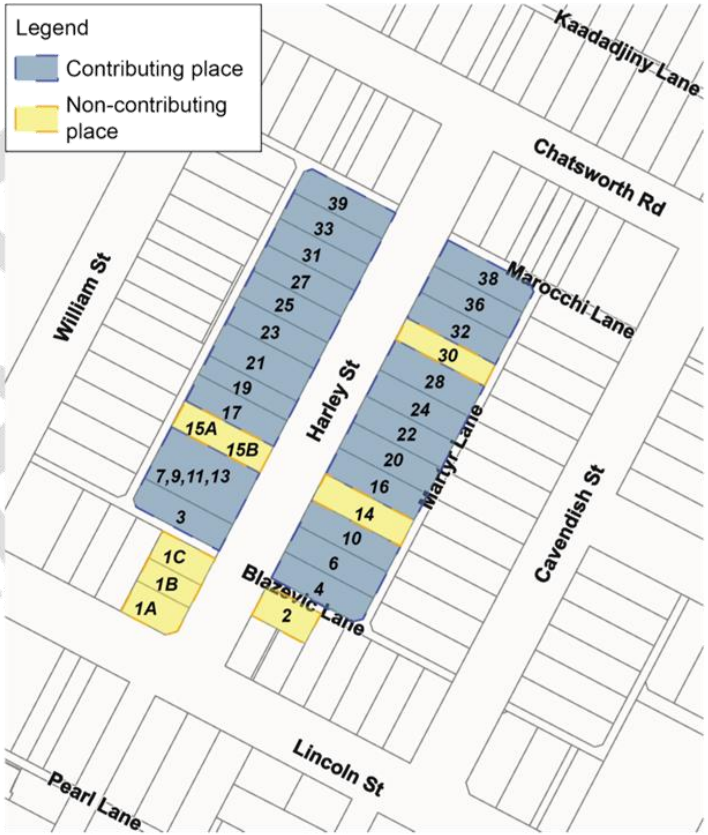
Harley Street has moderate aesthetic value through its dominant display of single storey residences constructed in the Federation styles of architecture.

Harley Street demonstrates a unified and cohesive physical form in the public realm. The overall form, style, height, setback and selection of materials of the historic dwellings contribute to the uniformity of the streetscapes, providing a coherent character.

Harley Street contains a good representation of the wide variety of building design applied to the inner city residential areas during the Gold Rush period of 1891 to 1919. This includes substantial single residential dwellings with individual architectural detail, modest single residential dwellings, semi-detached and terraced dwellings.

Harley Street has moderate historic value as an almost complete example of a 19th century streetscape, with the residences that were predominantly built in the late 1890s-1910s. It provides a good and rare historic record of the accommodation of people in this period.

Overall, Harley Street is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest single storey dwellings constructed in the Federation period of architecture.



Map 1: Harley Street Heritage Area

LOCAL PLANNING POLICY: HERITAGE AREA GUIDELINES

CITY OF VINCENT

HERITAGE AREA OBJECTIVES

The objectives of the Harley Street Heritage Area Guidelines are to:

- Retain and conserve the architectural style that is reflective of the nineteenth to early twentieth century residential **development**.
- Ensure **facades** incorporate design elements that reflect the original features of **contributory places** and the prevailing **streetscape**.
- Ensure **development** is sympathetic to the form and rhythm of the **streetscape** by maintaining the single-**storey** appearance visible from the **street** and by respecting the prevailing **street** and **lot boundary setbacks** of **contributory places**.
- Maintain an open and unobstructed **streetscape** by avoiding visually intrusive car parking structures and spaces, dominance of vehicle crossovers, and by ensuring front boundary fences are low and **visually permeable**.

1. Building height

Local Housing Objectives	Acceptable Outcome
O1.1 **Development** does not visually dominate the **streetscape**, contains similar features of adjoining properties and maintains a **single** storey appearance as viewed from the **street**. O1.2 The **wall** height of **development** visible from the **street** is sympathetic to the typical **wall** height of the **streetscape** to maintain the rhythm and character.	A1.1 Any ground floor portion of a **building** facing the **primary street** should have a minimum **building** height of 3m. A1.2 **Building** heights should not exceed 2 **storeys**, and should meet the following: **Concealed or Skillion Roof** / **Pitched, hipped or gabled roof** **Maximum building height** / **Maximum wall height** / **Maximum total building height** 8m / 7m / 10m A1.3 **Loft** additions are contained wholly within the existing roof space of the **dwelling**.

Notes:

- *The plate heights on Harley Street are typically around 40 courses, usually starting above limestone footings equal to the internal floor level.*
- *The addition of front facing dormer windows and gables to lofts will cause lofts to be assessed as a storey for the purpose of this Policy.*

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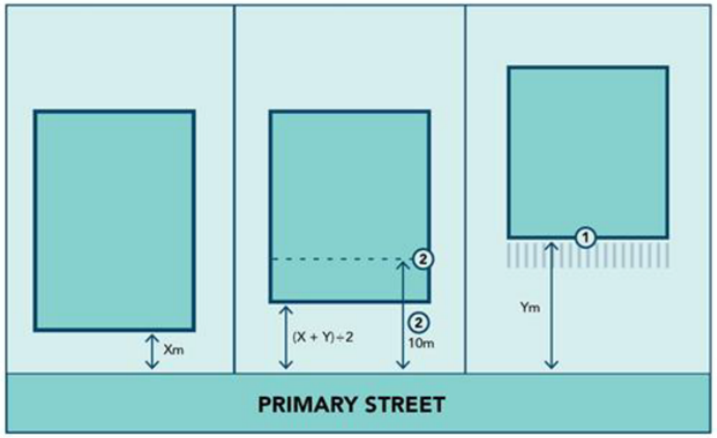
2. Steet setbacks	
Local Housing Objectives	**Acceptable Outcome**
O2.1 **Walls** above the ground floor should be adequately set back to maintain the predominant single **storey** appearance of the **streetscape** (Figure 2).	A2.1 **Buildings** have a ground floor setback from the primary street boundary based on the average **setback** of the two adjoining **dwellings** that front the same **primary street** (Figure 1).
O2.2 **Development** has a **primary street setback** that does not detract from the existing rhythm of the **streetscape**.	A2.2 **Walls** above the ground floor should be set back 10m from the primary street.
O2.3 Residential parking and associated structures are located and designed as to minimise their visibility from the **street** and not obstruct the predominant character elements of the **dwelling**.	



1. Averaging the street setback is based on the dwelling alignment and does not include porches, verandahs, carports and balconies.
2. Upper floors located 10m from the primary street.

Figure 1: Averaging Street Setbacks

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1. Upper floors are located so they are not directly visible from the streetscape.
2. Upper floor located behind the visible space from streetscape.

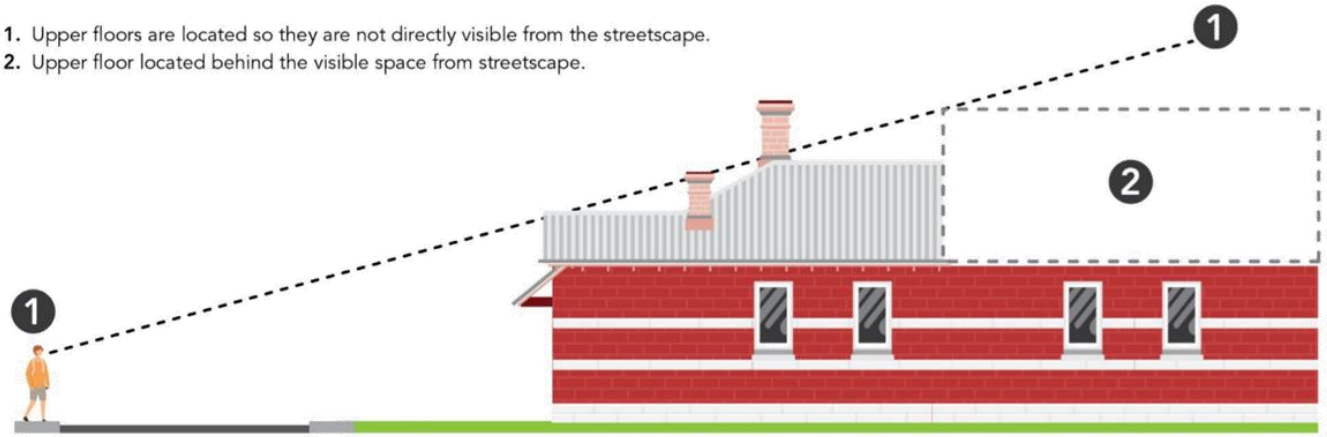

Figure 2: Upper floors

3. Lot boundary setbacks	
Local Housing Objectives	**Acceptable Outcome**
O3.1 **Development** reduces the impact of **building** bulk on adjoining properties by maintaining l**ot boundary setbacks** consistent with adjoining properties or the prevailing **streetscape** context.	No applicable acceptable outcome.

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4. Streetscape	
Local Housing Objectives	**Acceptable Outcome**
O4.1 The roof of a **building** is to be designed so that it is similar to the existing **streetscape** character. O4.2 **Development** visible from the **street** is compatible with and respectful of the predominant character of **contributory places** of the street. O4.3 Windows facing the **street** are of a style that reflects the predominant character of the **street** and the architectural style of the proposed or existing **dwelling**. O4.4 Fences or **walls** within the **primary street setback area** are compatible with the types illustrated in Figure 3.	Addressing the street A4.1 **Single houses** and **grouped dwellings** to address the **street** (including a **communal street** or **right-of-way** where this is the primary **frontage**) in accordance with the following: i. the primary entrance to each **dwelling** must be readily identifiable from the **street**; ii. provide at least one **major opening** on the **dwelling frontage** with an outlook to the **street**; iii. the floor level matches or is the average of the floor levels of **dwellings** on either side; iv. the roof pitch of ground and upper floors is 30-40 degrees except for gables which are 35-45 degrees; and v. Windows have a height 1.6 times their width. A4.2 A front **verandah** should be incorporated into the **façade** of new **dwellings** (at a minimum 50% of the width of the **façade**) with a minimum depth of 1.8m. Street walls and fences A4.3 Fences or **walls** within the **primary street setback** should: a. Be a maximum height of 1.2m above the adjacent footpath level; b. Be 40% **visually permeable** 0.5m above the adjacent footpath level; c. Have a maximum solid pillar height of 1.8m above the adjacent footpath and width of 0.47m. **OR** d. A maximum height of 1.8m above the adjacent footpath level;

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	e. Be 80% **visually permeable** 0.75m above the adjacent footpath level; and f. Have a maximum solid pillar height of 2m above the adjacent footpath and width of 0.47m. *Note: Floor levels of the original dwellings in Harley Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured*

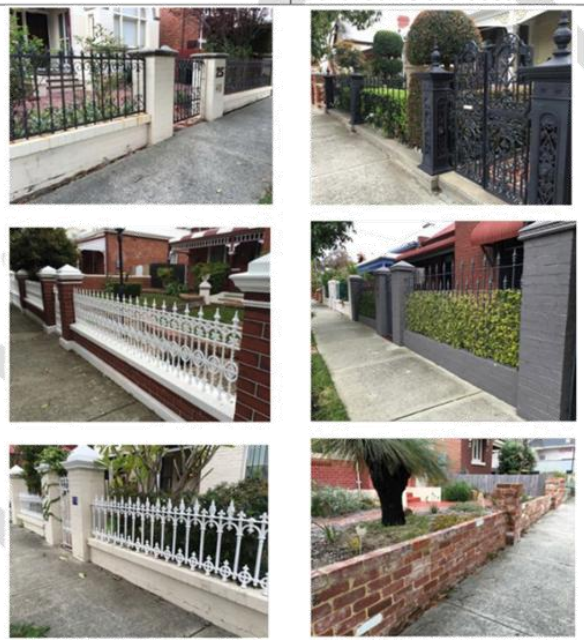

Figure 3: Fencing designs

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Relationship with the Residential Design Codes Volume 1

Design element	Deemed-to-comply provisions modified	Design principles augmented	WAPC approval required?
Building height	Replaced: A1.1 – A1.3 replace Clause 3.2 C3.2.1 Remaining: N/A	O1.1 and O1.2 augment Clause 3.2 P3.2.1	No
Street setbacks	Replaced: A2.1 and A2.2 replace Clause 3.3 C3.3.1 and C3.3.2. Remaining: C3.3.3 – C3.3.6	O2.1 and O2.2 augments Clause 3.3 P3.3.1 O2.3 augment P3.3.3	No
Lot boundary setbacks	N/A	O3.1 augments Clause 3.4 P3.4.2	No
Streetscape	Addressing the street Replaced: A4.1 replaces Clause 3.6 C3.6.1 | A4.2 replaces C3.6.3 Street walls and fences Replaced: A4.3 replaces Clause 3.6 C3.6.7 and C3.6.8.	O4.1 and O4.2 augments Clause 3.6 P3.6.1 O4.3 augments P3.6.2 O4.4 augments P3.6.5	No

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APPENDIX 2: JANET STREET HERITAGE AREA GUIDELINES

SCOPE AND CONTRIBUTION OF INDIVIDUAL PLACES

The Janet Street Heritage Area and degree of contribution of each property is detailed defined in **Map 1.**

Map 1: Janet Street Heritage Area

STATEMENT OF SIGNIFICANCE

The southern side of Janet Street contains a development of fine examples of modest Inter War California Bungalow styled dwellings constructed on narrow lots. As a whole, the southern side of the street presents a strongly cohesive streetscape of simple and robust examples of 1920s architecture.

The overall form, style, height, setback and selection of materials of the historic dwellings contribute to the uniformity of the streetscape, providing a coherent character with varied levels of intactness.

The development of the southern side of the street brought about a discussion on the development of dwellings on narrow lots, preferred over the development of semi-detached dwellings.

The group is associated with builder Frederick Sedgely who purchased the majority of the lots and built the houses as investment properties.

The group of houses have social value for their demonstration of a simple workers home built in the Inter War period.

The group of dwellings are valued by the community for their continuity in the streetscape since the 1920s which contributes to the community sense of place

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HERITAGE AREA OBJECTIVES

The objectives of the Janet Street Heritage Area Guidelines are to:

- Retain and conserve the architectural style that is reflective of the nineteenth to early twentieth century residential **development**.
- Ensure **facades** incorporate design elements that reflect the original features of **contributory places** and the prevailing **streetscape**.
- Ensure **development** is sympathetic to the form and rhythm of the **streetscape** by maintaining the single-**storey** appearance visible from the **street** and by respecting the prevailing **street** and **lot boundary setbacks** of **contributory places**.
- Maintain an open and unobstructed **streetscape** by avoiding visually intrusive car parking structures, spaces, and vehicle crossovers, and by ensuring front boundary fences are low and **visually permeable**.

<table>
<tr><th colspan="2">1. Building height</th></tr>
<tr><th>Local Housing Objectives</th><th>Acceptable outcome</th></tr>
<tr><td>O1.1 Development does not visually dominate the streetscape, contains similar features of adjoining properties and maintains a single storey appearance as viewed from the street.

O1.2 The wall height of development visible from the street is sympathetic to the typical wall height of the streetscape to maintain the rhythm and character.</td><td>A1.1 Any ground floor portion of a building facing the primary street should have a minimum building height of 3m.

A1.2 Building heights should not exceed 2 storeys, and should meet the following:
<table>
<tr><th>Concealed or Skillion Roof</th><th colspan="2">Pitched, hipped or gabled roof</th></tr>
<tr><th>Maximum building height</th><th>Maximum wall height</th><th>Maximum total building height</th></tr>
<tr><td>8m</td><td>7m</td><td>10m</td></tr>
</table>
A1.3 Loft additions are contained wholly within the existing roof space of the dwelling.

Note: The addition of front facing dormer windows and gables to lofts will cause lofts to be assessed as a storey for the purpose of this policy.</td></tr>
</table>

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2. Street setbacks	
Local Housing Objectives	**Acceptable outcome**
O2.1 **Walls** above the ground floor should be adequately set back to maintain the predominant single **storey** appearance of the **streetscape** (Figure 2). O2.2 **Development** has a **primary street setback** that does not detract from the existing rhythm of the **streetscape**. O2.3 Residential parking and associated structures are located and designed as to minimise their visibility from the **street** and not obstruct the predominant character elements of the **dwelling**.	Setback of buildings A2.1 **Buildings** have a ground floor set back from the **primary street** boundary based on the average **setback** of the two adjoining **dwellings** that front the same **primary street** (Figure 1). A2.2 **Walls** above the ground floor should be set back 4m from the **primary street**. Setback of garages and carports A2.3 **Carports** and **garages** should be in line or behind the **dwelling alignment**.

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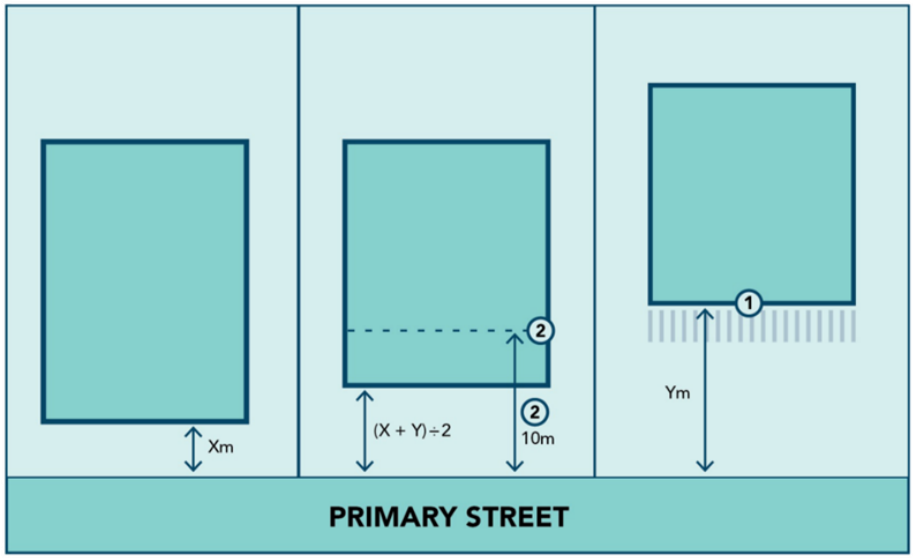

1. Averaging the street setback is based on the dwelling alignment and does not include porches, verandahs, carports and balconies.
2. Upper floors located 10m from the primary street.

Figure 1: Averaging Street Setbacks

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1. Upper floors are located so they are not directly visible from the streetscape.
2. Upper floor located behind the visible space from streetscape.

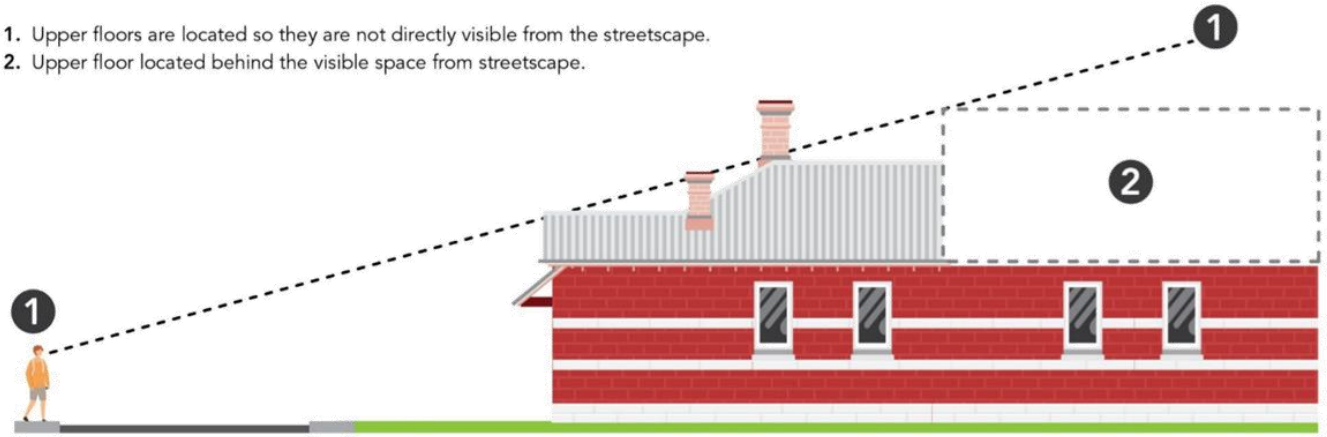

Figure 2: Upper floors

3. Lot boundary setbacks	
Local Housing Objectives	**Acceptable outcome**
O3.1 **Development** reduces the impact of **building** bulk on adjoining properties by maintaining **lot boundary setbacks** consistent with adjoining properties or the prevailing **streetscape** context.	No applicable acceptable outcome.

4. Streetscape	
Local Housing Objectives	**Acceptable outcome**

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O4.1 The roof of a building is to be designed so that it is similar to the existing **streetscape** character. O4.2 **Development** visible from the **street** is compatible with and respectful of the predominant character of **contributory places** of the **street**. O4.3 Windows facing the **street** are of a style that reflects the predominant character of the **street** and the architectural style of the proposed or existing **dwelling**.	<u>Addressing the street</u> A4.1 **Single houses** and **grouped dwellings** address the **street** (including a **communal street** or **right-of-way** where this is the primary **frontage**) in accordance with the following: i. the primary entrance to each **dwelling** must be readily identifiable from the **street**; ii. provide at least one **major opening** on the **dwelling frontage** with an outlook to the **street**; iii. the floor level matches or is the average of the floor levels of **dwellings** on either side; iv. the roof pitch of ground and upper floors is 30-40 degrees except for gables which are 35-45 degrees; and v. Windows have a height 1.6 times their width. *Note: Floor levels of the original dwellings in Janet Street are raised approximately 300mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.* A4.2 A front **verandah** should be incorporated into the **façade** of new **dwellings**, with a minimum width of 50% of the **façade** and a minimum depth of 1.8m. <u>Street walls and fences</u> A4.3 Fences or walls within the primary street setback should: i. Be 80% visually permeable 0.75m above the adjacent footpath level; and ii. Have a maximum height of 1.8m above the adjacent footpath level; iii. Have a maximum solid pillar height of 2m above the adjacent footpath and width of 0.47m.

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Relationship with the Residential Design Codes Volume 1

Design element	Deemed-to-comply provisions modified	Design principles augmented	WAPC approval required?
Building height	Replaced: A1.1 – A1.3 replace Clause 3.2 C3.2.1 Remaining: N/A	O1.1 and O1.2 augment Clause 3.2 P3.2.1	No
Street setbacks	Replaced: A2.1 and A2.2 replace Clause 3.3 C3.3.1 and C3.3.2 | A2.3 replaces C3.3.4 and C3.3.5. Remaining: C3.3.3, C3.3.5 and C3.3.6	O2.1 and O2.2 augments Clause 3.3 P3.3.1 O2.3 augment P3.3.3	No
Lot boundary setbacks	N/A	O3.1 augments Clause 3.4 P3.4.2	No
Streetscape	Addressing the street Replaced: A4.1 replaces Clause 3.6 C3.6.1 | A4.2 replaces C3.6.3 Street walls and fences Replaced: A4.3 replaces Clause 3.6 C3.6.7 and C3.6.8.	O4.1 and O4.2 augments Clause 3.6 P3.6.1 O4.3 augments P3.6.2	No

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APPENDIX 3: BROOKMAN AND MOIR STREETS HERITAGE AREA GUIDELINES

SCOPE AND CONTRIBUTION OF INDIVIDUAL PLACES

The Brookman and Moir Streets Heritage Area and degree of contribution of each property is detailed defined in **Map 1.**

STATEMENT OF SIGNIFICANCE

The Brookman and Moir Streets Heritage Area is two streets on the State Registered Heritage Place comprising 58 semidetached residences and one detached residence in two types of the Federation Queen Anne style, constructed of limestone and brick with corrugated-iron roofs in 1897-98, and a shop at the corner of Moir Street and Forbes Road built in 1940, has cultural heritage significance for the following reasons:

- The historic precinct is an almost-complete example of two late 19th century streets of modestly scaled residential buildings in the Federation Queen Anne style of architecture, built between 1897-1898 in the wake of the rapid population expansion following the Western Australian gold boom.
- The historic precinct is a substantial section of the residential estate developed by the Colonial Finance Corporation in 1897-1898. This estate, comprising the historic precinct in Brookman and Moir Streets, and Baker's Terrace in Lake Street, was the largest estate of its type developed in Western Australia.
- The historic precinct is rare in Western Australia as two streets in which a single basic design was utilised for all the residences in a large estate, with the exception of Numbers 2 and 4 Brookman Street, which are grander

Map 1: Brookman and Moir Streets Heritage Area

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variations of the same pattern used throughout the precinct, that is relatively intact.

- The buildings contained within the precinct are representative of what was considered to be 'working class' rental accommodation from the late 19th and early 20th centuries.
- The one-way thoroughfares and modest lot sizes of the semi-detached dwellings contained within the precinct give it a particular character and sense of enclosure.
- The homogeneity of the modestly scaled, semi-detached residential buildings creates a visually striking precinct in an inner-city residential area.
- The historic precinct was developed by the Colonial Finance Corporation who named Brookman and Moir Streets after two of the principal investors in the company who were prominent Western Australians.

Generally, the present property fencing and most plantings are of little significance. Recent additions and modifications are of little significance, e.g. replacements of original details.

Parking areas in the front of houses, and carports in the front setbacks, are intrusive. A small number of high masonry construction fences in the precinct are intrusive.

HERITAGE AREA OBJECTIVES

The objectives of the Brookman and Moir Streets Heritage Area Guidelines are to:

- Maintain and improve existing **street** vegetation and front gardens in a manner that conserves landscaping significance.
- Ensure front fences, if required, are low height or open style and are consistent with the **Heritage Area** in terms of materiality and colour.
- Encourage a high standard of architectural and sustainable **building** design for alterations to **contributory places**.
- Ensure **streetscape** presentation of **contributory places** reflect their original appearance either by preservation or restoration back to the original aesthetic.

NOTES

The Brookman and Moir Streets Heritage Area is a State Registered Heritage Place as it has cultural heritage value at a state level. Pursuant to Section 73(1) of the *Heritage Act 2018*, development applications will be referred to the Heritage Council unless exempt under the *Heritage Act 2018*.

Where development approval is not required, it is the responsibility of the landowner to seek any necessary approvals from the Heritage Council pursuant of the *Heritage Act 2018*.

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1. Conservation of Contributory Places	
Local Housing Objectives	**Acceptable Outcome**
Roofs	
O1.1 Roof forms incorporate proportions, materials and design elements that respect and reference the character of the **Heritage Area**.	A1.1 Replacement of roofs on **contributory places** should match the original roof form. A1.2 Rolled-top ridges, timber barge caps (not metal), with ogee gutters and circular down pipes should be included when replacing roof details.
External Walls	
O1.2 **Building façades** incorporate proportions, materials and design elements that respect and reference the character of the **Heritage Area**.	A1.3 Original features should be retained and conserved. Previously unpainted surfaces should not be painted.
Front Verandahs	
O1.3 Front **verandahs** are consistent with the original appearance by way of scale, materials and colour.	A1.4 The open **verandahs** and decorative features should be retained and conserved in their original form where they still exist. Material that is damaged beyond conservation should be reconstructed correctly to original detail.
Windows	
O1.4 Windows are retained and conserved to match the original appearance of the **building**.	A1.5 All original timber window features, including single pane double hung sashes and sun hoods should be retained. A1.6 Window openings should not be enlarged, and aluminium window frames should not be used.
Chimneys	
O1.5 Chimneys reflect their original appearance with respect to scale, materials and colour.	A1.7 All original brick chimneys should be retained except those located on the rear skillion addition.
External Decorative Details	
O1.6 Decorative details do not deviate from the original appearance with respect to scale, materials and colour.	A1.8 All original decorative details should be retained or reconstructed correctly to detail.

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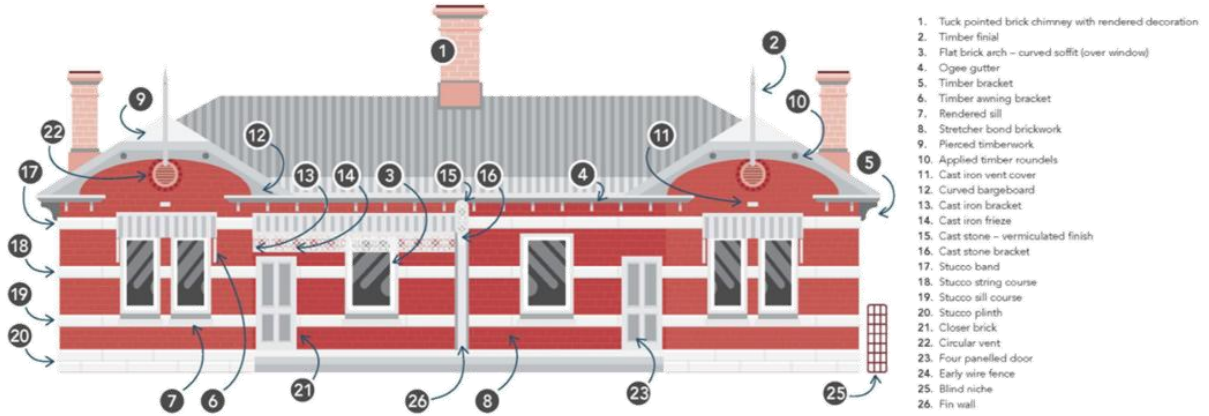

Figure 1: Typical front elevation

2. Street setbacks	
Local Housing Objectives	**Acceptable outcome**
No applicable local housing objective.	A2.1 **Buildings** have a ground floor set back from the **primary street** boundary based on the average **setback** of the two adjoining **dwellings** that front the same **primary street** (Figure 2). A2.2 Additions above the ground floor should be located behind the existing **building's** apex of the ridge **height** so they are not directly visible from the street (Figure 3). A2.3 Where there is no existing **building**, upper floors should be located to maintain a predominant single **storey** appearance of the **streetscape** when viewed directly from the public realm (Figure 4).

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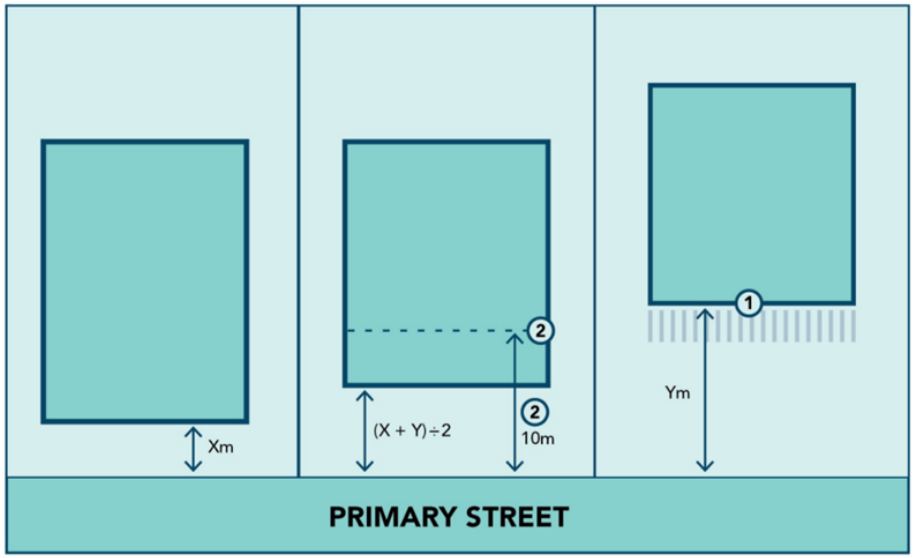

1. Averaging the street setback is based on the dwelling alignment and does not include porches, verandahs, carports and balconies.
2. Upper floors located 10m from the primary street.

Figure 2: Averaging Street Setbacks

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1. Apex of the roof
2. Upper floors behind the apex.

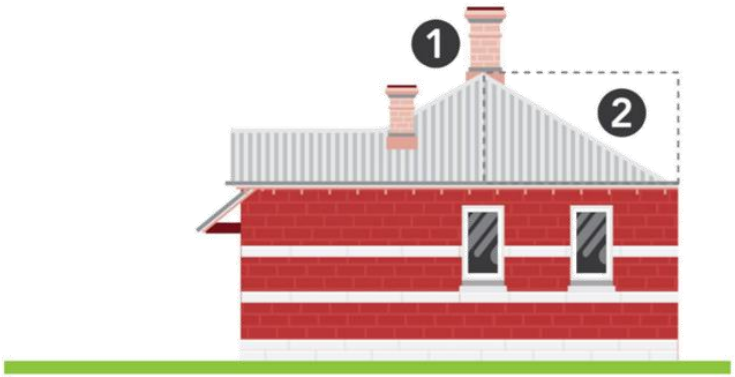

Figure 3: Upper floors (existing dwelling)

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1. Upper floors are located so they are not directly visible from the streetscape.
2. Upper floor located behind the visible space from streetscape.

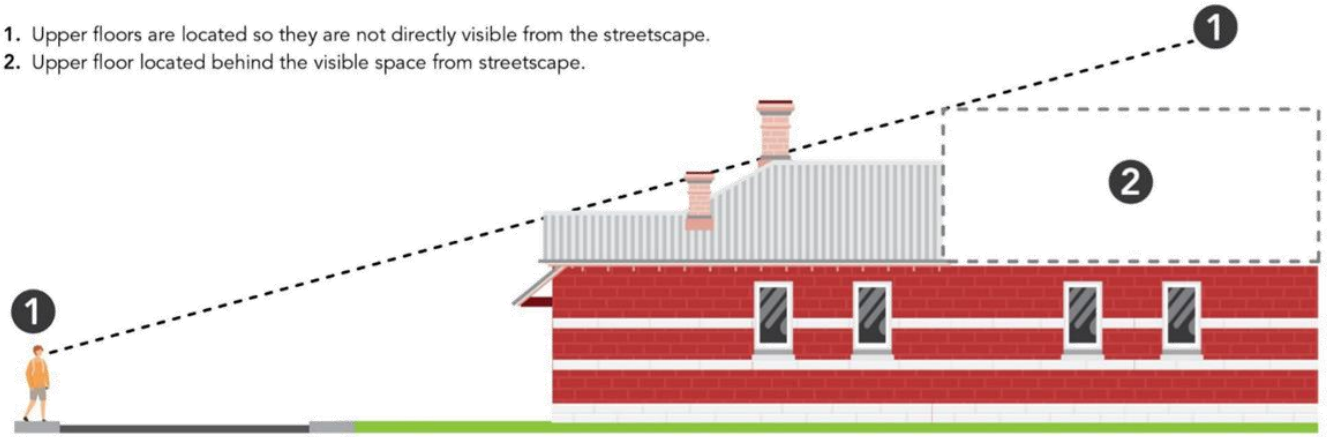

Figure 4: Upper floors (new dwelling)

3. Lot boundary setback	
Local Housing Objectives	**Acceptable outcome**
O3.1 Additions are placed as to not be directly visible from the public realm.	A3.1 Additions should not encroach into the side **lot boundary setback** area beyond the existing **building** of a **contributory place**.

4. Building height	
Local Housing Objectives	**Acceptable outcome**

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O4.1 Additions respect the predominant scale (height and bulk) of the **contributory places** and the **Heritage Area** and do not have an adverse visual impact on it.	A4.1 **Building** heights should not exceed 2 **storeys**, and should not exceed the ridge height of the original **building**. A4.2 The height of ground floor **walls** should match the existing **contributory place's wall** height, or where no **contributory place** exists, the typical street's single **storey wall** height.

5. Setback of carports and garages	
Local Housing Objectives	**Acceptable outcome**
No applicable local housing objective.	A5.1 Car parking spaces and associated structures should be located outside the **street setback area**.

6. Streetscape	
Local Housing Objectives	**Acceptable outcome**
O6.1 Additions preserve and enhance the existing cultural heritage **streetscape** by considering the form, colours and materiality of the **contributory place**. O6.2 Unless documentary or physical evidence is available, fences should be identifiable as new but also sympathetic to the cultural heritage significance of the **Heritage Area**. O6.3 Fences in the front setback which maintain views of the heritage dwellings. O6.4 Any landscaping in the front **setback area** should not obscure the **facade** of the existing **building**.	Additions A6.1 Additions should not be directly visible from the **street** and be of a contemporary design that do not mimic the heritage fabric of the **contributory place** and wider **Heritage Area**. A.6.2 Where upper floors visible from the street from an oblique view, they should be sympathetic to the existing **building** by articulation, materials and colours, windows and roof design. A6.3 Additions to corner **lots** should be visually and physically separated from the **contributory place** as to reduce visual impact to the heritage significance of the place. Street walls and fences A6.4 Fences or walls within the primary street setback area should: Brookman Street: i. Be visually permeable above 0.75m in height; and

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	ii. Have a maximum height of 1.2m. Moir Street: iii. Be visually permeable above 0.75m in height; and iv. Have a maximum height of 1.4m. A6.5 Where Forbes Street and Robinson Street are secondary streets, fencing should be visually permeable and not exceed 1.8m in height. A6.6 Where Wellman Street is the street frontage, fencing should not exceed 1.8m in height.

7. Parking	
Local Housing Objectives	**Acceptable outcome**
O7.1 To ensure that car parking infrastructure, does not have an adverse impact on the cultural significance of the Brookman and Moir Streets Heritage Area.	A7.1 There is no minimum number of on-site car parking spaces required to be provided.

8. Vehicle access	
Local Housing Objectives	**Acceptable outcome**
No applicable local housing objective.	A8.1 Vehicle access should be located as follows: a. for the street block between Brookman Street and Wellman Street, vehicle access to a garage or carport should be obtained from Wellman street; b. for the portion of the heritage area bounded by Moir Street and Lake Street, vehicle access to a garage or carport should be obtained by the rear right of way; c. for the street block between Brookman Street and Moir Street, corner lots should obtain vehicle access to a carport from Forbes Road or Robinson Avenue.

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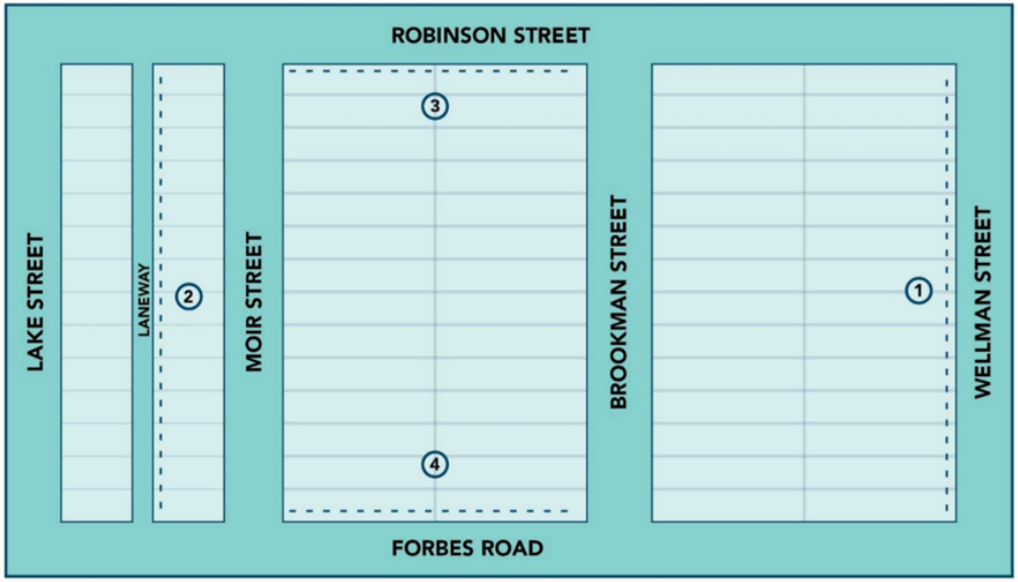

1. Vehicle access to be gained from Wellman Street.
2. Vehicle access to be gained from laneway.
3. Vehicle access to be gained from Robinson Avenue (corner lots).
4. Vehicle access to be gained from Forbes Road (corner lots).

Figure 4: Vehicle access

LOCAL PLANNING POLICY: HERITAGE AREA GUIDELINES

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Relationship with the Residential Design Codes Volume 1

Design element	Deemed-to-comply provisions modified	Design principles augmented	WAPC approval required?
Street setback	Replaced: A2.1 – A2.3 replace Clause 5.1.2 C2.1 Remaining: C2.2 – C2.4	N/A	No
Lot boundary setbacks	Replaced: A3.1 replaces Clause 5.1.3 C3.1	O3.1 augments Clause 5.1.3 P3.2	Yes
Building height	Replaced: A4.1 and A4.2 replace Clause 5.1.6 C6	O4.1 augments Clause 5.1.6 P6.	No
Setback of carports and garages	Replaced: A5.1 replaces Clause 5.2.1 C1.1 and C1.2	N/A	No
Streetscape	Augmented: A6.1 – A6.3 augment Clause 5.2.6 C6 | Replaced: A6.4 – A6.6 replace Clause 5.2.4 C4.1 Remaining: C4.2	O6.1 augments Clause 5.2.6 P6. O6.2 and O6.4 augments Clause 5.2.4 P4. O6.4 augments Clause 5.3.2 P2.	No
Parking	Replaced: A7.1 replaces Clause 5.3.3 C3.1 Remaining: C3.2 – 3.3	O7.1 augments P3 Clause 5.3.3 P3.1	Yes
Vehicle access	Augmented: A8.1 augments Clause 5.3.5 C5.1.	N/A	No

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LOCAL PLANNING POLICY: HERITAGE AREA GUIDELINES

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APPENDIX 4: LACEY STREET HERITAGE AREA GUIDELINES

SCOPE AND CONTRIBUTION OF INDIVIDUAL PLACES

The Lacey Street Heritage Area and degree of contribution of each property is detailed defined in **Map 1.**

STATEMENT OF SIGNIFICANCE

Lacey Street has a distinctive intact and coherent urban character in the public realm that is confined by the roads truncating this short street.

The heritage character is derived from the modest, single storey suburban houses dating from the Federation era (c.1900-1915). The defined period and nature of development has resulted in a complimentary palette of materials and design idioms.

The subdivision of this area was undertaken by Edmund Gilyard Lacey, a prominent businessman and property owner in the late 19th century. This subdivision represents the relatively common practice where private owners subdivided land parcels close to the Perth CBD.

The collection of houses in the study area helps to demonstrate the scale and standard of houses built and occupied by people such as small business owners, clerks and tradesmen in the early twentieth century.

The study area includes a good representative collection of modest early twentieth century brick houses developed near the Beaufort Street tramway and the Guildford Railway line.

Map 1: Lacey Street Heritage Area

LOCAL PLANNING POLICY: HERITAGE AREA GUIDELINES

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HERITAGE AREA OBJECTIVES

The objectives of the Lacey Street Heritage Area Guidelines are to:

- Maintain a consistent street frontage by promoting the construction of front fences where missing, and ensure new front fences are low height or open style and are consistent with the **Heritage Area** in terms of materiality and colour.
- Maintain the absence of interruptions to the **streetscape** by restricting car parking facilities and **driveways** in the front **setback area** and encourage the removal of visually intrusive car parking structures.
- Retain the uniformity in **lot** sizes to ensure the rhythm of the traditional **streetscape** is not eroded.
- Encourage a high standard of architectural and sustainable **building** design for new **development** and additions to **contributory places**.

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<table>
<tr><th colspan="2">1. Building height</th></tr>
<tr><th>Local Housing Objectives</th><th>Acceptable outcome</th></tr>
<tr><td>O1.1 Development is not visually intrusive to and maintains the predominant single storey appearance of the streetscape.

O1.2 Development reflects the predominant building forms in the Heritage Area, including roof forms and building proportions.</td><td>A1.1 Building heights should not exceed 2 storeys, and should meet the following:

<table><tr><th>Concealed or Skillion Roof</th><th colspan="2">Pitched, hipped or gabled roof</th></tr><tr><th>Maximum building height</th><th>Maximum wall height</th><th>Maximum total building height</th></tr><tr><td>8m</td><td>7m</td><td>10m</td></tr></table>
A1.2 The height of ground floor walls should match the existing contributory place's wall height, or where no contributory place exists, the typical street's single storey wall height.</td></tr>
</table>

<table>
<tr><th colspan="2">2. Street setbacks</th></tr>
<tr><th>Local Housing Objectives</th><th>Acceptable outcome</th></tr>
<tr><td>O2.1 Views from the public realm of contributory places are not obscured by adjacent development.</td><td>Street setbacks</td></tr>
</table>

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O2.2 **Buildings** are set back from **street boundaries** to reflect the established character, rhythm and vista of the **streetscape**. O2.3 **Development** on **non-contributory places** with a **frontage** to Lacey Street maintain the continuity with the **streetscape** with upper floors visually recessed when viewed from the public realm.	A2.1 **Buildings** have a ground floor set back from the **primary street boundary** that is no greater or lesser than the average **setback** of the two adjoining **dwellings** that front the same **primary street** (Figure 1). A2.2 **Walls** above the ground floor should be adequately set back to maintain the predominant single storey appearance of the **streetscape** (Figure 2). A2.3 An **unenclosed porch**, **verandah** or the equivalent may (subject to the Building Codes of Australia) project into the **primary street setback area** to a maximum of half the required **primary street setback**. **Setback of garages and carports** A2.4 **Carports** and **garages** should be located behind the **dwelling alignment.**

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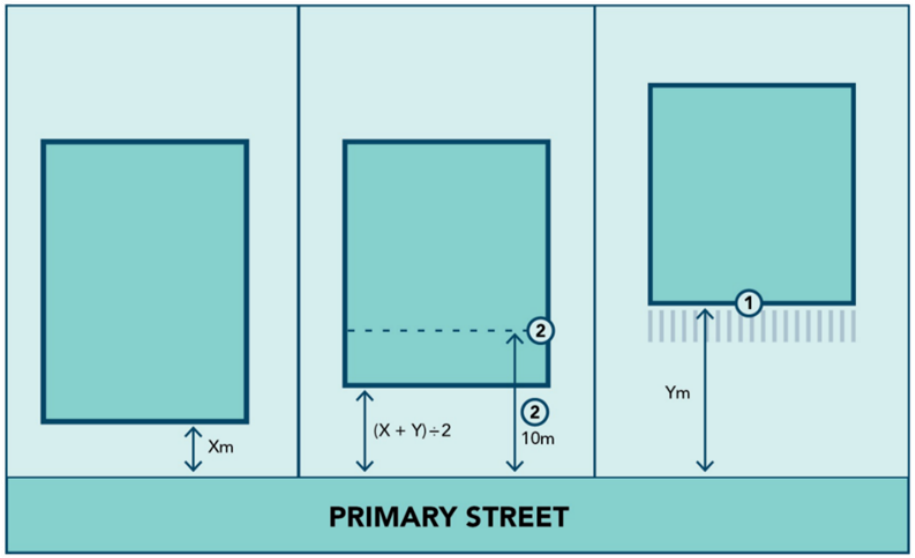

1. Averaging the street setback is based on the dwelling alignment and does not include porches, verandahs, carports and balconies.
2. Upper floors located 10m from the primary street.

Figure 1: Averaging Street Setbacks

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1. Upper floors are located so they are not directly visible from the streetscape.
2. Upper floor located behind the visible space from streetscape.

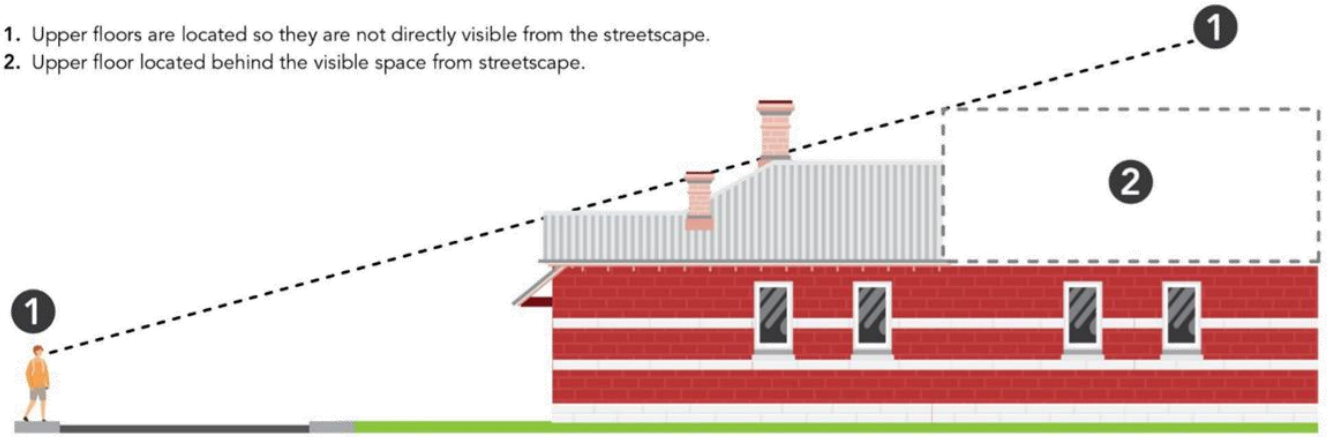

Figure 2: Upper floors

3. Lot boundary setbacks	
Local Housing Objectives	**Acceptable outcome**
No applicable local housing objective.	A3.1 **Boundary walls** should be built to a maximum of one side **lot boundary** and be behind the **street setback.** The **boundary wall** should be a maximum of two-thirds the length of the lot boundary the wall abuts, measured from behind the street setback line.

4. Streetscape	
Local Housing Objectives	**Acceptable outcome**

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O4.1 Fences maintain and enhance the openness of the **streetscape**.	A4.1 Front fences within the front **setback area** are to be solid up to 0.75m and visually permeable above to a maximum height of 1.2m. A4.2 Materials and colours for new additions should be selected with reference to the prevailing contributory character of the **Heritage Area**. A4.3 **Dwellings** that retain a high proportion of original fabric, or have been conserved and restored, should have traditional colour schemes, preferably based on the evidence of paint scrapes. A4.4 Repairs and conservation of **contributory places** should retain the original materials and colours on a like-for like basis. *Note: Refer to the Heritage Council's Policy and Practice Note for Painting Heritage Places for further guidance.*

5. Access	
Local Housing Objectives	**Acceptable outcome**
No applicable local housing objective outcome.	A5.1 Driveways should be no more than 3m wide.

6. Trees and landscaping	
Local Housing Objectives	**Acceptable outcome**
O6.1 Residential amenity is maintained by strengthening the visual connection to front gardens. O6.2 Paved areas in front of **dwellings** are minimised. O6.3 Significant landscaping is retained, and new trees are planted wherever possible.	No applicable acceptable outcome.

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Relationship with the Residential Design Codes Volumes 1 and 2

Design element	Deemed-to-comply provisions modified	Design principles augmented	WAPC approval required?
Building height	**R Codes Volume 1** Replaced: A1.1 – A1.2 replace Clause 3.2 C3.2.1 Remaining: N/A **R Codes Volume 2** Replaced: A1.1 and A1.2 replace Clause 2.2 A2.2.1 Remaining: N/A	**R Codes Volume 1** O1.1 and O1.2 augment Clause 3.2 P3.2.1 O1.3 augment P3.2.2	No
Street setbacks	**R Codes Volume 1** Replaced: A2.1 and A2.2 replace Clause 3.3 C3.3.1 | A2.3 replaces C3.3.2 | A2.4 replaces C3.3.4 and C3.3.5 Remaining: C3.3.3 **R Codes Volume 2** Replaced: A2.1 – A2.4 replace Clause 2.3 A2.3.1 Remaining: N/A	**R Codes Volume 1** O2.1 augments Clause 3.3 P3.3.1 O2.2 and O2.3 augment Clause 3.3 P3.3.2	No
Lot boundary setbacks	**R Codes Volume 1** Replaced: A3.1 augments Clause 3.4 C3.4.4 Remaining: C3.4.1 – C3.4.5 **R Codes Volume 2** Augmented: A3.1 augments A2.4.1		No
Streetscape	**R Codes Volume 1** Replaced: A4.1 replaces Clause 3.6 C3.6.7 Augment: A4.2 – A4.4 augment C3.6.1 **R Codes Volume 2** A4.1 – A4.4 augment Clause 4.6 A4.10.1	**R Codes Volume 1** O4.1 augments Clause 3.6 3.6.5	No
Access	**R Codes Volume 1** Replaced: A5.1 replaces Clause 3.7 C3.7.3 (i) and (ii) **R Codes Volume 2**	N/A	Yes

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	Augmented: A5.1 C7.1 augments Clause 3.8 A3.8.6		
Landscaping	N/A	**R Codes Volume 1** O6.1 – O6.3 augment Clause 1.2 P1.2.2	No

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LOCAL PLANNING POLICY: HERITAGE AREA GUIDELINES

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DEFINITIONS

Unless otherwise defined in this Policy, terms used are to be interpreted as defined in the Residential Design Codes (Volumes 1 and 2).

Character – The defining attributes of a place or streetscape, including its form, scale, materials, architectural style, and patterns or repetition of elements, which collectively contribute to its heritage significance and visual identity.

Contributory place – A **place** that makes a positive contribution to the cultural heritage significance and established character of a **Heritage Area**.

Heritage Area – A group of properties that collectively form a streetscape, townscape, or cultural environment with identifiable heritage significance. This significance may arise from architectural style, urban design or planning qualities, landscape elements, or strong historical associations.

Heritage Impact Assessment – A systematic evaluation that documents a place and its setting and establishes its cultural heritage significance. The assessment is conducted in accordance with the principles of the Burra Charter and the following guidelines: HCWA Guidelines for the Assessment of Local Heritage Places (2022), Guidelines for Local Heritage Surveys (2022), and Guidelines for Establishing a Heritage List (2023).

Non-contributory place – A place comprising buildings, structures, landscaping and other elements that does not contribute to the cultural heritage significance or established character of a **Heritage Area**.

Place – means, as defined by the *Heritage Act 2018*, a defined or readily identifiable area of land and may include any of the following things that are in, on or over the land:

(a) archaeological remains;
(b) buildings, structures, other built forms, and their surrounds;
(c) equipment, furniture, fittings and other objects (whether fixed or not) that are historically or physically associated or connected with the land;
(d) gardens and man-made parks or sites;
(e) a tree or group of trees (whether planted or naturally occurring) in, or adjacent to, a man-made setting.

Sympathetic – A design outcome that respects the heritage context of a place or **streetscape**. It does not replicate historic **buildings**, nor dominate or intrude upon neighbouring **contributory places**, and is generally of a similar or lesser scale and proportion.

OFFICE USE ONLY	
Responsible Officer	Manager Strategic Planning & Sustainability
Initial Council Adoption	22/09/2015
Previous Title	Local Planning Policy: Character Areas and Heritage Areas
Reviewed / Amended	12/12/2017; 01/05/2018; 23/03/2021; 14/12/2021; 26/07/2022; 25/07/2023; DD/MM/YY
Next Review Date	MM/YYYY

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LOCAL PLANNING POLICY: CHARACTER AREA GUIDELINES

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Legislation / local law requirements	This Policy has been prepared under the provisions of Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
Relevant delegations	16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme
Related policies, procedures and supporting documentation	*Planning and Development Act 2005* Residential Design Codes Volume 1 and Volume 2 Local Planning Policy: Built Form

PART 1 – PRELIMINARY

INTRODUCTION

The City of Vincent (City) is a diverse and character-rich inner-city area that has continued to evolve since the commencement of residential development occurring as early as the 1880s. Its urban form has been shaped by more than a century of development which has been retained to create streetscapes reflective of periods in Perth's architectural history.

While experiencing significant development pressure the City recognises the importance of protecting and enhancing the unique character of its established residential areas

PURPOSE

The purpose of this Policy is to support the establishment of community-driven Character Areas within the City of Vincent and to guide the design and assessment of development within these areas. This ensures that new development responds appropriately to the established built form, streetscape, and architectural character of identifies areas.

OBJECTIVE

The objectives of this Policy are to:

1. Identify areas within the City that contain characteristics valued by the community to be known as Character Areas.
2. Establish a planning and design framework to protect the streetscapes located within Character Areas.
3. Ensure that new buildings and additions to existing buildings will be sympathetic to the unique character of the streetscape.

SCOPE

This Policy applies to the identification, nomination and establishment of Character Areas. The development provisions apply to all development within each established Character Area identified within this Policy.

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LOCAL PLANNING POLICY: CHARACTER AREA GUIDELINES

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This Policy forms part of the City's local planning policy framework. Where this Policy is inconsistent with the City's Local Planning Scheme No. 2 (LPS2), LPS2 prevails. Where this Policy is inconsistent with an adopted Local Development Plan, Activity Centre Plan or Structure Plan, the adopted Local Development Plan, Activity Centre Plan or Structure Plan prevails.

Where this Policy amends the Deemed to Comply provisions of the Residential Design Codes Volume 1 or Volume 2 (R Codes), the provisions of this Policy shall prevail.

Development that meets the applicable Deemed to Comply provisions of this Policy and the R Codes is considered to meet the relevant local housing objectives, design principles and objectives of this Policy and the R Codes.

Where development does not meet the Deemed to Comply provisions, it is to be considered against the design principles of the R Codes, and local housing objectives and **Character Area** objectives of this Policy.

PART 2 – POLICY PROVISIONS

POLICY OPERATION

1. Character Area Nomination

1.1 A **Character Area** may include the following:

1.1.1 a collection of no less than five adjoining **buildings**;
1.1.2 a **street** block; or
1.1.3 a part of, or whole suburb.

1.2 A **Character Area** may be nominated in writing by a member of the public or by the City.

1.3 The City will only proceed with the nomination of the **Character Area** where it is demonstrated by the nominee that owners of at least 40% of affected properties support proceeding with the nomination.

2. Consultation and Preparation of Guidelines

2.1 Following the successful nomination of a **Character Area**, the City will attend and undertake an assessment of the built form within the Area. The purpose of this assessment will be to inform an advertised Character Area Guidelines.

3. Approval of the Guidelines

3.1 Once the draft Guidelines have been prepared, Administration will request that Council initiate formal consultation in accordance with the City's Community and Stakeholder Engagement Policy.

3.2 Following advertising, Council will be asked to approve, refuse or approve with modifications the Guidelines to be included as an appendix to this policy based on the results of assessment and consultation.

4. Amendments to the Guidelines

4.1 The City may consider amending the Guidelines where it can be demonstrated that owners of at least 40% of the affected properties support the amendment(s).

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LOCAL PLANNING POLICY: CHARACTER AREA GUIDELINES

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4.2 Council must initiate formal consultation to advertise any amendment(s) in accordance with the City's Community and Stakeholder Engagement Policy.

4.3 Following advertising, Council will be asked to determine the amendment(s) on the basis of the submissions received.

5. Rescission of a Character Area

5.1 The City will only consider initiating the removal of an existing **Character Area** where it can be demonstrated that owners of at least 70% of the affected properties support their removal.

5.2 If supported, Council must initiate formal consultation to amend the policy to remove the **Character Area** in accordance with the City's Community and Stakeholder Engagement Policy.

5.3 Following advertising, Council will be asked to determine the amendment on the basis of the submissions received.

CHARACTER AREAS

The St Albans Avenue Character Area;
The Carr Street Character Area;
The Boulevarde and Matlock Street Character Area;
The Florence Street Character Area;
The Prospect Place Character Area;
The Hammond Street Character Area;
The Strathcona Street Character Area;
The Wilberforce Street Character Area;
The Orange Avenue and Hope Street Character Area; and
The Auckland Street Character Area.

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APPENDIX 1: THE ST ALBANS AVENUE CHARACTER AREA

INTRODUCTION

The St Albans Avenue **Character Area** (**Character Area**) is recognised for making a positive contribution towards the built **character** of the City of Vincent (City).

The St Albans Avenue Character Area Guidelines (Guidelines) identify the unique characteristics of the **Character Area** and provide guidance for future **development**.

The Guidelines are to be applied to **development** where the **dwelling** is fronting the **primary street** being numbers 6 – 18 St Albans Avenue (refer to adjacent map)

OBJECTIVES

The objectives of these guidelines are to:

- Retain and conserve the Federation style **dwellings**;
- Retention of the visual dominance of late nineteenth to early twentieth century **residential development** within the **Character Area**
- encourage **passive surveillance** and neighbour and community interaction;
- encourage a high standard of architectural and sustainable design approaches for new **development**;
- encourage a high standard of architectural and sustainable design approaches for alterations and additions to existing **development**;
- ensure the absence of visually intrusive car parking structures; and
- ensure new **development** responds appropriately to the rhythm of the **streetscape** by maintaining:
  - front setback patterns; and
  - consistent scale and bulk in relation to the original **streetscape** pattern.

STATEMENT OF CHARACTER

St Albans Avenue is located in the suburb of Highgate, to the west of Beaufort **Street**. Residences within this Character Area were part of the 1890 Chatsworth Estate **development** and the **streetscape** remains a highly intact representation of a late nineteenth to early twentieth century Federation architecture.

The overall quality of the Character Area is enhanced by:

- The overall form, style, height, setback and selection of materials of the **character dwellings** contribute to the uniformity of the **streetscape**, providing a coherent **character** with a high level of retained original detail including **street** facing **verandahs** and decorative gable
- Generally consistent **lot** widths (where semi-detached residences are considered as one); and
- A low number of **carports** or **garages** to **street** fronts; and
- Generally consistent setback of **dwellings** from the **street**.

ADDITIONAL REQUIREMENTS FOR DEVELOPMENT APPLICATIONS

Applications for **development** approval within the **Character Area** are to communicate the **development** proposition in its context, and be accompanied by:

- an Urban Design Study for any **development** within the public domain view; and
- elevations showing the proposed **development** and all existing **development** on each **lot** immediately adjoining the land subject to the application.

An application for **development** approval within the public domain view may be referred to the City's Design Review Panel for advice regarding the proposal. The City may also elect to obtain independent advice to assist in the **development** application process.

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Local Housing Objectives	Deemed to Comply
1. Building height	
O1.1 – O1.3 augment Clause 3.2 P3.2.1	*Replaced: C1.1 and C1.2 replaces Clause 3.2 C3.2.1* *Remaining: N/A* *WAPC approval required? Yes* | *WAPC approval date: xxxx*
O1.1 **Development** visible from the **street** is consistent with the existing **dwelling's wall** height, or where there is no existing **dwelling**, is consistent with the **street's** typical **wall** height to maintain the rhythm of the **streetscape**. O1.2 Upper floors are set back behind the ground floor **dwelling alignment** as to not dominate the appearance of the **dwelling** or the **character** of the **streetscape**. O1.3 **Development** complements the existing **dwelling's** roof form, or where there is no existing **dwelling**, reflects to predominant roof from of the **Character Area** visible from the **street**.	C1.1 **Building** heights should not exceed 2 storeys, and should meet the following: **Concealed or skillion roof** | **Pitches, hipped or gabled roof** **Maximum building height** | **Maximum height of wall** | **Maximum total building height** 8m | 7m | 10m C1.2 **Loft** additions are contained wholly within the existing roof space of the **dwelling**.
2. Street setbacks	
O2.1 and O2.2 augment Clause 3.3 P3.3.3	*Replaced: C2.1 and C2.2 replaces Clause 3.3 C3.3.1 | C2.3 replaces C3.3.2 | C2.4 replaces C3.3.4 and C3.3.5* *Remaining: Clause 3.3 C3.3.3 and C3.3.6* *WAPC approval required? No* | *WAPC approval date: N/A*
O2.1 **Carports** or **garages** is to maintain clear sight lines along the **street** and should not detract from the **streetscape** or appearance of the **dwelling**, or dominant views of **dwelling** from the **street** and vice versa. O2.2 Residential parking and associated structures are located and designed as to minimise their visibility from the **street** and not obstruct the predominant character elements of the **dwelling**.	C2.1 **Buildings** have a ground floor set back from the **primary street boundary** based on the average setback of the two adjoining **dwellings** that front the same **primary street**. C2.2 **Walls** above the ground floor set back behind the apex of the **dwelling's** roof. C2.3 Notwithstanding C2.1, a porch, **verandah** or equivalent may have a reduced **primary street setback area** of 50%, up to the full **building** width. C2.4 **Carports** and **garages** should be set back 0.5m behind the **dwelling alignment** to the **primary street**.
3. Streetscape	
O3.1 augments Clause 3.6 P3.6.1	*Replaced: C3.1 replaces Clause 3.6 C3.6.7* *Remaining: Clause 3.6 C3.6.1 – C3.3.6, C3.6.8 and C3.6.9* *WAPC approval required? No* | *WAPC approval date: N/A*
O3.1 The materials and finishes reflect the character of the existing **dwelling**, or where there is no existing **dwelling**, is consistent with materials and finishes visible from the **streetscape**.	C3.1 Fences or **walls** within the **primary street setback** should be: i. A maximum height of 1.2m above the adjacent footpath level; and ii. **Visually permeable** 0.75m above the adjacent footpath level; and iii. Consistent with the types illustrated in Figure 1.

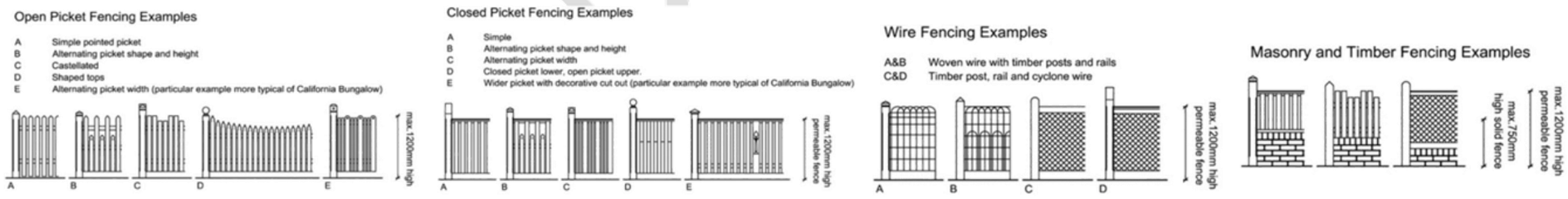

Figure 1: Fencing design

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APPENDIX 2: THE CARR STREET CHARACTER AREA

INTRODUCTION

The Carr Street Character Area (**Character Area**) is recognised for making a positive contribution towards the built **character** of the City of Vincent (City).

The Carr Street Character Area Guidelines (Guidelines) identify the unique characteristics of the **Character Area** and provide guidance for future **development**.

The Guidelines are to be applied to development where the dwelling is fronting the primary street being numbers 133 – 137 Charles Street, 48 – 67 Carr Street, 69 – 87 Carr Street (excluding even numbers), 86 – 102 Carr Street and 103 – 107 (excluding even numbers) Carr Street (refer to adjacent map).

OBJECTIVES

The objectives of these guidelines are to:

- Retain and conserve the original Federation and Interwar Bungalow style **dwellings**;
- Protect and enhance of existing **streetscape character**;
- Retain of the visual **character** of late nineteenth to early twentieth century **residential development**;
- Encourage a high standard of architectural and sustainable design solutions for additions to existing **buildings** and the **development** of new **buildings**;
- Ensure additions to existing **buildings** and new **dwellings** are appropriately setback as to maintain the visual prominence of the single storey **streetscape** when viewed from Carr **Street**;
- Ensure new **development** is to respond appropriately to the surrounding **street** context through:
  - Achieve consistent scale and bulk in relation to the original **street** pattern, maintaining front and side setback patterns.
  - Seek built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original **character dwellings**.
- Ensure the reinstatement and reconstruction of missing design elements to original **building facades** such a timber **verandah**, decorative timber gables and the removal of paint and render from original brickwork;
- Maintain the absence of visually intrusive car storage structures and spaces and vehicular **crossovers** to the **primary streetscape**; and
- Maintain an open **street frontage** by ensuring front boundary fences are low and/or **visually permeable**.

STATEMENT OF CHARACTER

The Carr Street Character Area is located in the suburb of West Perth, to the west of Charles **Street**. Residences within this **Character Area** were part of the Leederville estate. Carr **Street** contains fine examples of detached and semi-detached residences designed in the Federation and Inter War periods of architecture, as well the heritage listed Mayfair flat and the Greek Orthodox Church of the Annunciation of Our Lady.

Although high **walls** and plantings obscure many **frontage**s from view, the repetitious language of the Queen Anne stye and its level of intactness, in terms of scale, form and setbacks remains visible. Carr **Street** provides a representation of the domestic way of life during the federation era and reflects life prior to the acquisition of motorcars. **Verandah** areas are defined by floor levels being generally 300 – 500mm above the footpath level.

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and **amenity** of Carr Street, while allowing for new **development** that meets the changing needs of the community.

ADDITIONAL REQUIREMENTS FOR DEVELOPMENT APPLICATIONS

Applications for **development** approval within the **Character Area** are to communicate the **development** proposition in its context, and be accompanied by:

- an Urban Design Study for any **development** within the public domain view; and

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- elevations showing the proposed **development** and all existing **development** on each **lot** immediately adjoining the land subject to the application.

An application for **development** approval within the public domain view may be referred to the City's Design Review Panel for advice regarding the proposal. The City may also elect to obtain independent advice to assist in the **development** application process.

<table>
<tr><th>Local Housing Objectives</th><th>Deemed to Comply</th></tr>
<tr><td colspan="2">1. Building height</td></tr>
<tr><td>O1.1 and O1.2 augment Clause 3.2 P3.2.1</td><td>Replaced: C1.1, C1.2 and C1.3 replaces Clause 3.2 C3.2.1
Remaining: N/A
WAPC approval required? Yes | WAPC approval date: xxx</td></tr>
<tr><td>O1.1 Development does not visually dominate the streetscape, contains similar features of adjoining properties and maintains a single storey appearance as viewed from the street.

O1.2 Development visible from the street is consistent with the existing dwelling's wall height, or where there is no existing dwelling, is consistent with the street's typical wall height to maintain the rhythm of the streetscape.</td><td>C1.1 Ground floor walls visible from the street are a minimum of 3m in height.

C1.2 Building heights should not exceed 2 storeys, and should meet the following:
<table>
<tr><th colspan="2">Concealed or skillion roof</th><th colspan="2">Pitches, hipped or gabled roof</th></tr>
<tr><th>Maximum building height</th><th>Maximum height of wall</th><th>Maximum total building height</th></tr>
<tr><td>8m</td><td>7m</td><td>10m</td></tr>
</table>
C1.3 Loft additions are contained wholly within the existing roof space of the dwelling.</td></tr>
<tr><td colspan="2">2. Street setbacks</td></tr>
<tr><td>O2.1 – O2.3 augment Clause 3.3 P3.3.1</td><td>Replaced: C2.1 and C2.2 replace Clause 3.3 C3.3.1 | C2.3 replaces C3.3.2 | C2.4 replace Clause 3.3.4 and Clause 3.3.5
Remaining: Clause 3.3.1 C3.3.3 and C3.3.6
WAPC approval required? No | WAPC approval date: N/A</td></tr>
<tr><td>O2.1 Dwellings are set back to reflect to predominant streetscape pattern.

O2.2 Walls above the ground floor are to be adequately set back to maintain the predominant single storey appearance of the streetscape.

O2.3 Residential parking and associated structures are located and designed as to minimise their visibility from the street and not obstruct the predominant character elements of the dwelling.</td><td>C2.1 Buildings have a ground floor setback from the primary street boundary based on the average setback of the two adjoining dwellings that front the same primary street.

C2.2 Upper floor/s are located 4m behind the ground floor dwelling alignment.

C2.3 Notwithstanding C2.1, a porch, verandah or equivalent may have a reduced primary street setback area of 50%, up to the full building width.

C2.4 Carports and garages should be set back 0.5m behind the dwelling alignment to the primary street.</td></tr>
<tr><td colspan="2">3. Streetscape</td></tr>
<tr><td>O4.1 augments P3.6.5 | O4.2 – O4.4 augment P3.6.1</td><td>Replaced: C3.1 replaces Clause 3.6 C3.6.3 | C3.2 replaces C3.6.7 | C3.3 replaces C3.6.8 | C3.4 replaces C3.6.1
Remaining: Clause 3.6 C3.6.2, C3.6.4 – C3.3.6 and C3.6.9
WAPC approval required? No | WAPC approval date: N/A</td></tr>
<tr><td>O3.1 Street walls and fences enhance the streetscape by being designed in the predominant style of the street and retain views from the street to dwellings and front gardens.

O3.2 Roof designs are designed to reflect the existing streetscape.

O3.3 Windows facing the street are of a style that reflects the predominant character of the street and the architectural style of the proposed or existing dwelling.

O3.4 Development visible from the street is compatible with and respectful of the predominant character of the original dwellings of the street.</td><td>C3.1 A front verandah should be incorporated into the façade of new dwellings (at a minimum 50% of the width of the front façade) with a useable minimum depth of 1.8m.

C3.2 Fences or walls within the primary street setback should be:
i. A maximum height of 1.8m above the adjacent footpath level; and
ii. visually permeable 0.75m above the adjacent footpath level.

C3.3 Solid pillars that form part of front fences or walls have a maximum height of 1.8m, or 2m where a decorative capping is incorporated, above the adjacent footpath level, and have a maximum dimension of 0.4m by 0.4m. The pillars are separated by visually permeable fencing in line with C3.2, with the distance between pillars is not less than the height of the pier except where pedestrian gates are proposed.</td></tr>
</table>

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	C3.4 **Single houses** and **grouped dwellings** to address the **street** (including a **communal street** or **right-of-way** where this is the primary **frontage**) in accordance with the following: i. the primary entrance to each **dwelling** must be readily identifiable from the **street**; ii. provide at least one **major opening** on the **dwelling frontage** with an outlook to the **street**; iii. the floor level matches or is the average of the floor levels of **dwelling** on either side; iv. the roof pitch of ground and upper floors is 30-40 degrees except for gables which are 35-45 degrees; and v. Windows have a height 1.6 times their width.

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APPENDIX 3: THE BOULEVARDE AND MATLOCK STREET GUIDELINES

INTRODUCTION

The Boulevarde and Matlock Street Character Area (**Character Area**) is recognised for making a positive contribution towards the built character of the City of Vincent (City).

The Boulevarde and Matlock Street Character Area Guidelines (Guidelines) identify the unique characteristics of the **Character Area** and provide guidance for future **development**.

The Guidelines are to be applied to **development** where the **dwelling** is fronting the **primary street** being numbers 1 – 13 Matlock Street and 16 – 88 The Boulevarde (refer to adjacent map).

OBJECTIVES

The objectives of these guidelines are to:

- Retain and conserve original **dwellings**;
- Protect and enhancement of the original **streetscape** character;
- Retention of the enhance character of the early twentieth century Interwar styles of architecture;
- Encourage a high standard of architectural and sustainable design solutions for new **development** and additions to existing **development**;
- Ensure new **development** that is visible from the **street** responds appropriately and complements and complements the surrounding **streetscape** through:
    - Consistent scale and bulk in relation to the original **street** pattern, maintaining front and side setback patterns; and
    - Built form that incorporates consistent physical built form elements of the prevailing character without the requirement to mimic the style of the original character **dwellings**.
- Ensure that **development** to the rear of a **dwelling** where not visible from the **street** may be contemporary in style, respecting the scale and bulk of the prevailing character;
- Maintain the absence of and promote the removal of visually intrusive car parking structures and vehicular **crossovers** to the primary **streetscape**; and
- Maintain an open atmosphere of **street** frontage by ensuring front boundary fences are low and/or **visually permeable**.

STATEMENT OF CHARACTER

Located in Mount Hawthorn, The Boulevarde and Matlock Street Character Area is a significantly intact representation of early twentieth century **residential development** constructed in the interwar period. **Development** here is largely single storey and comprised of original **dwelling** form and style with consistent height and selection of materials. The overall quality of the **Character Areas** is enhanced by:

- A high level of retained traditional details including **street** facing verandas, traditional pitched roof form, chimneys, vertical window articulation and traditional **building** materials;
- Front setbacks that are generally consistent, reinforcing the **building** edge and maintaining a consistent pattern of **development**, allowing view lines along the fronts of **dwellings**;
- Front gardens are generally low and open and would traditionally have been planted with shrubs and roses, with flowerbeds or low ground cover;
- Front fences are low and/or **visually permeable**, generally with an absence of solid, obtrusive front fences; and
- New **development** is generally **sympathetic** to the form, bulk and scale of the original **dwellings**

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ADDITIONAL REQUIREMENTS FOR DEVELOPMENT APPLICATIONS

Applications for **development** approval within the **Character Area** are to communicate the **development** proposition in its context, and be accompanied by:

- an Urban Design Study for any **development** within the public domain view; and
- elevations showing the proposed **development** and all existing **development** on each **lot** immediately adjoining the land subject to the application.

An application for **development** approval within the public domain view may be referred to the City's Design Review Panel for advice regarding the proposal. The City may also elect to obtain independent advice to assist in the **development** application process.

<table>
<tr><th>Local Housing Objectives</th><th colspan="2">Deemed to Comply</th></tr>
<tr><td colspan="3">1. Building height</td></tr>
<tr><td rowspan="2">Part B: O1.1 and O1.2 augment Clause 5.1.6 P6
Part C: O1.1 and O1.2 augment Clause 3.2 P3.2.1</td><td colspan="2"><u>Part B</u>
Replaced: C1.1 and C1.2 replace Clause 5.1.6 C6
Remaining: N/A
<u>Part C</u>
Replaced: C1.1 and C1.2 replace Clause 3.2 C3.2.1
Remaining: N/A</td></tr>
<tr><td>WAPC approval required? Yes</td><td>WAPC approval date: xxx</td></tr>
<tr><td>O1.1 Development does not visually dominate the streetscape, contains similar features of adjoining properties and maintains a single storey appearance as viewed from the street.

O1.2 Development visible from the street is consistent with the existing dwelling's wall height, or where there is no existing dwelling, is consistent with the street's typical wall height to maintain the rhythm of the streetscape.</td><td colspan="2">C1.1 Building heights should not exceed 2 storeys, and should meet the following:
<table><tr><th>Concealed or skillion roof</th><th colspan="2">Pitches, hipped or gabled roof</th></tr><tr><th>Maximum building height</th><th>Maximum height of wall</th><th>Maximum total building height</th></tr><tr><td>8m</td><td>7m</td><td>10m</td></tr></table>
C1.2 Loft additions are contained wholly within the existing roof space of the dwelling.</td></tr>
<tr><td colspan="3">2. Street setbacks</td></tr>
<tr><td rowspan="2">Part B: O2.1 and O2.2 augment Clause 5.1.2 P2.1
Part C: O2.1 and O2.2 augment Clause 3.3 P3.3.1</td><td colspan="2"><u>Part B</u>
Replaced: C1.1 and C1.2 replaces Clause 5.1.2 C2.1 (i), (ii) and (iii) | C2.3 replaces Clause 5.1.2 C2.1 (iv) and C2.4 | C2.4 replaces Clause 5.2.1 C1.1; C2.5 replaces Clause 5.2.1 C1.2
Remaining: Clause 5.1.2 C2.3 | Clause 5.2.1 C.3 and C1.4
<u>Part C</u>
Replaced: C2.1 and C2.2 replace Clause 3.3 C3.3.1 | C2.3 replaces C3.3.2 | C2.4 replaces C3.3.4; C2.5 replaces and C3.3.5
Remaining: Clause 3.3 C3.3.3 and C3.3.6</td></tr>
<tr><td>WAPC approval required? No</td><td>WAPC approval date: N/A</td></tr>
<tr><td>O2.1 The setbacks of dwellings reflect the predominant streetscape pattern and be consistent with adjacent properties to not adversely impact the streetscape character.

O2.2 Walls above the ground floor are to be adequately set back to maintain the predominant single storey appearance of the streetscape.</td><td colspan="2">C2.1 Buildings have a ground floor set back from the primary street boundary based on the average setback of the two adjoining dwellings that front the same primary street.

C2.2 Upper floor/s are located 4m behind the ground floor dwelling alignment.

C2.3 Notwithstanding C2.1, a porch, verandah or equivalent may have a reduced primary street setback area of 50%, up to the full building width.

C2.4 Carports and garages should be set back 0.5m behind the dwelling alignment.

C2.5 Carports are not located within the primary street setback area, unless:
i. No alternative location exists; and
ii. A minimum primary street setback 1.5m is achieved; and
iii. It does not obstruct views from a major opening of dwelling to the street.</td></tr>
<tr><td colspan="3">3. Streetscape</td></tr>
<tr><td></td><td colspan="2"><u>Part B</u></td></tr>
</table>

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Part B: O3.1 and O3.2 augment Clause 5.2.1 P1.1 | O3.3 augments Clause 5.2.4 P4 | O3.4 augments Clause 5.1.2 P2.2 *Part C: O3.1 and O3.2 augment Clause 3.6 P3.6.4 | O3.3 augments P3.6.5 | O3.4 augments P3.6.1*	*Replaced: C3.1 replaces Clause 5.2.1 C1.1 | C3.2 replaces Clause 5.2.1 C1.2; C3.3 – C3.5 and C3.7 replace Clause 5.2.4 C4.1; C3.6 replaces Clause 5.2.4 C4.2 | C3.8 replaces Clause 5.2.3 C3.1 and C3.2* *Remaining: Clause 5.2.1 C1.3 and C1 and Clause 5.2.3 C3.3* *Part C* *Replaced: C3.1 and C3.2 replaces Clause 3.6 C3.6.6 | C3.3, C3.4, C3.5 and C3.7 replace C3.6.7 | C3.6 replaces C3.6.8 | C3.8 replaces C3.6.1* *Remaining: Clause 3.6 C3.6.2 – C3.6.5 and C3.6.9*	
	WAPC approval required? No	*WAPC approval date: N/A*
O3.1 Residential parking and associated structures are located and designed as to minimise their visibility from the **street** and not obstruct the predominant character elements of the **dwelling**. O3.2 **Garages** and **carports** that match the **dwelling** with respect to materials, roof design, roof pitch and colour. O3.3 The design of fences or **walls** facing the **primary street** reflects the predominant style of the **street**. O3.4 **Development** visible from the **street** is **sympathetic** to, but not replicate, the style of an existing **dwelling**, or the predominant **character** of the **streetscape** where no **dwelling** exists. **Sympathetic** design should be achieved through: i. Scale ii. Material and colours iii. Roof design iv. Detailing v. Window size and design	C3.1 **Carports** and **garages** should have a maximum **wall** height of 2.7m. C3.2 **Carports** located within front setback areas should have a maximum width of 5.5m (internal) or one-third the **frontage** of the **lot**, whichever is the lesser. C3.3 Fences or **walls** within the **primary street setback** should be: i. A maximum height of 1.2m above the adjacent footpath level; and ii. 40% visually permeable 0.5m above the adjacent footpath level. C3.4 Fences or **walls** within the **primary street setback** that do not meet C3.3 should meet C3.5. C3.5 Fences or **walls** within the **primary street setback** should be: i. A maximum height of 1.8m above the adjacent footpath level; and ii. 80% visually permeable 0.75m above the adjacent footpath level. C3.6 Solid pillars that form part of front fences or **walls** have a maximum height of 1.8m, or 2m where a decorative capping is incorporated, above the adjacent footpath level, and have a maximum dimension of 0.47m by 0.47m. The pillars are separated by **visually permeable** fencing in line with C3.3 or C3.5, with the distance between pillars is not less than the height of the pier except where pedestrian gates are proposed. C3.7 Fences or **walls** within the **primary street setback** should contain one or more of the following: i. Timber pickets; or ii. Brick; or iii. Rendered masonry C3.8 **Single houses** and **grouped dwellings** to address the **street** (including a communal **street** or **right-of-way** where this is the primary **frontage**) in accordance with the following: i. the primary entrance to each **dwelling** must be readily identifiable from the **street**; ii. provide at least one **major opening** on the **dwelling frontage** with an outlook to the **street**; and iii. the floor level matches or is the average of the floor levels of **dwelling** on either side.	
4. Landscaping		
Part B: O4.1 augments Clause 5.3.2 P2 Part C: O4.1 augments Clause 1.2 P1.2.2	*N/A*	
	WAPC approval required? No	*WAPC approval required? No*
O4.1 The **primary street setback area** consists of soft landscaping with low shrubbery tradition open garden styles.	No deemed-to-comply standard.	

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APPENDIX 4: THE FLORENCE STREET GUIDELINES

INTRODUCTION

The Florence Street Character Area (**Character Area**) is recognised for making a positive contribution towards the built **character** of the City of Vincent (City).

The Florence Street Character Area Guidelines (Guidelines) identify the unique characteristics of the **Character Area** and provide guidance for future **development**.

The Guidelines are to be applied to **development** where the **dwelling** is fronting the **primary street** being numbers 4 – 53 (excluding 42) Florence Street (refer to adjacent map).

OBJECTIVES

The objectives of these guidelines are to:

- Retain and conserve of original **dwellings**;
- Protect and enhance of existing **streetscape character**;
- Retain the visual **character** of late nineteenth to early twentieth century **residential development**;
- Encourage a high standard of architectural and sustainable design solutions for new **development** and additions to existing **development**;
- Ensure new **development** that responds appropriately and complements the surrounding **streetscape** through:
  - Consistent scale and bulk in relation to the original **street** pattern, maintaining front and side setback patterns; and
  - Built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original **character dwellings**.
- Maintain the absence of and promote the removal of visually intrusive car parking structures and vehicular **crossovers** to the primary **streetscape**; and
- Maintain an open atmosphere of **street frontage** by ensuring front boundary fences are low and/or **visually permeable**.

STATEMENT OF CHARACTER

Located in West Perth, the Florence Street Character Area is generally mixed in terms of built form, with excellent examples of **character dwellings** dating back from the turn of the century as well as some more recent additions to the **streetscape** which have included designs typical of that time.

With strong ties to the earliest European settlement within the Perth Metropolitan Region, **development** within this **street** should enhance the historic **dwellings** within the **street** and embrace **dwelling** designs which support the historic **character** of the precinct. While the **character** of the **streetscape** is somewhat damaged by inconsistent **building** typologies within the **street**, the area to the south of Florence **street** maintains strong built historic **character**.

Redevelopment should respect and complement the predominant **character** of the **street**. Additions and alterations that are visible from the **street** should respond to the key architectural features of the **dwelling** on the **lot** and adjoining **character dwellings**.

ADDITIONAL REQUIREMENTS FOR DEVELOPMENT APPLICATIONS

Applications for **development** approval within the **Character Area** are to communicate the **development** proposition in its context, and be accompanied by:

- an Urban Design Study for any **development** within the public domain view; and
- elevations showing the proposed **development** and all existing **development** on each **lot** immediately adjoining the land subject to the application.

An application for **development** approval within the public domain view may be referred to the City's Design Review Panel for advice regarding the proposal. The City may also elect to obtain independent advice to assist in the **development** application process.

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<table>
<tr><th>Local Housing Objectives</th><th>Deemed to Comply</th></tr>
<tr><td colspan="2">1. Building height</td></tr>
<tr><td>O1.1 augments Clause 3.2 P3.2.1</td><td>Replaced: C1.1 and C1.2 replace Clause 3.2 C3.2.1
Remaining: N/A
WAPC approval required? Yes | WAPC approval date: xxx</td></tr>
<tr><td>Local Housing Objectives</td><td>Deemed-to-comply</td></tr>
<tr><td>O1.1 Development visible from the street is consistent with the existing dwelling's wall height, or where there is no existing dwelling, is consistent with the street's typical wall height to maintain the rhythm of the streetscape.</td><td>C1.1 Building heights should not exceed 2 storeys, and should meet the following:
<table><tr><th>Concealed or skillion roof</th><th colspan="2">Pitches, hipped or gabled roof</th></tr><tr><th>Maximum building height</th><th>Maximum height of wall</th><th>Maximum total building height</th></tr><tr><td>8m</td><td>7m</td><td>10m</td></tr></table>C1.2 Loft additions are contained wholly within the existing roof space of the dwelling.</td></tr>
<tr><td colspan="2">2. Street setbacks</td></tr>
<tr><td>O2.1 and O2.2 augment Clause 3.3 P3.3.1</td><td>Replaced: C2.1 and C2.2 replace Clause 3.3 C3.3.1 and C3.3.4 | C2.3 replaces C3.3.2 | C2.4 replaces C3.3.5
Remaining: Clause 3.3.1 C3.3.3
WAPC approval required? No | WAPC approval date: N/A</td></tr>
<tr><td>O2.1 The setbacks of dwellings should reflect the predominant streetscape pattern and be consistent with adjacent properties as to not adversely impact the streets character.

O2.2 Walls above the ground floor should be adequately set back to maintain the predominant single storey appearance of the streetscape.</td><td>C2.1 Buildings have a ground floor set back from the primary street boundary based on the average setback of the two adjoining dwellings that front the same primary street.

C2.2 Upper floor/s are located 4m behind the ground floor dwelling alignment.

C2.3 Notwithstanding C2.1, a porch, verandah or equivalent may have a reduced primary street setback area of 50%, up to the full building width.

C2.4 Carports are not located within the primary street setback area, unless:
i. No alternative location exists; and
ii. A minimum primary street setback 1.5m is achieved; and
iii. It does not obstruct views from a major opening of dwelling to the street.</td></tr>
<tr><td colspan="2">3. Streetscape</td></tr>
<tr><td>O3.1 and O3.2 augment Clause 3.6 P3.6.4 | O3.3 augments P3.6.5 | O3.4 augments P3.6.1</td><td>Replaced: C3.1 and C3.2 replace Clause 3.6.6 | C3.3 and C3.5 replaces Clause 3.6.7 | C3.4 replaces Clause 3.6.8 | C3.6 replaces Clause C3.6.1
Remaining: Clause 3.6 C3.6.2 – C3.6.5 and C3.6.9
WAPC approval required? No | WAPC approval date: N/A</td></tr>
<tr><td>O3.1 Residential parking and associated structures are located and designed as to minimise their visibility from the street and not obstruct the predominant character elements of the dwelling.

O3.2 Garages and carports that match the dwelling with respect to materials, roof design, roof pitch and colour.

O3.3 The design of fences or walls facing the primary street reflects the predominant style of the street.

O3.4 Development visible from the street is sympathetic to, but not replicate, the style of an existing dwelling, or the predominant character of the streetscape where no dwelling exists.

Sympathetic design should be achieved through:
i. Scale
ii. Material and colours
iii. Roof design
iv. Detailing</td><td>C3.1 Carports and garages should have a maximum wall height of 2.7m.

C3.2 Carports located within front setback areas should have a maximum width of 5.5m (internal) or one-third the frontage of the lot, whichever is the lesser.

C3.3 Fences or walls within the primary street setback should be:
i. A maximum height of 1.8m above the adjacent footpath level; and
ii. Visually permeable 0.75m above the adjacent footpath level.

C3.4 Solid pillars that form part of front fences or walls have a maximum height of 1.8m, or 2m where a decorative capping is incorporated, above the adjacent footpath level, and have a maximum dimension of 0.47m by 0.47m. The pillars are separated by visually permeable fencing in line with C3.4, with the distance between pillars is not less than the height of the pier except where pedestrian gates are proposed

C3.5 Fences or walls within the primary street setback should contain one or more of the following:
i. Timber pickets; or
ii. ii. Brick; or</td></tr>
</table>

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v. Window size and design	iii. iii. Rendered masonry. C3.6 **Single houses** and **grouped dwellings** to address the **street** (including a communal **street** or **right-of-way** where this is the primary **frontage**) in accordance with the following: i. the primary entrance to each **dwelling** must be readily identifiable from the **street**; ii. provide at least one **major opening** on the **dwelling frontage** with an outlook to the **street**; iii. the floor level matches or is the average of the floor levels of **dwelling** on either side; iv. the roof pitch of ground and upper floors is 30-40 degrees except for gables which are 35-45 degrees; and v. Windows have a height 1.6 times their width.

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APPENDIX 5: THE PROSPECT PLACE GUIDELINES

INTRODUCTION

The Prospect Place **Character Area** (**Character Area**) is recognised for making a positive contribution towards the built **character** of the City of Vincent (City).

The Prospect Place Character Area Guidelines (Guidelines) identify the unique characteristics of the **Character Area** and provide guidance for future **development**.

The Guidelines are to be applied to **development** where the **dwelling** is fronting the **primary street** being numbers 2 – 22 Prospect Place (refer to adjacent map).

OBJECTIVES

The objectives of these guidelines are to:

- Retain and conserve of original **dwellings**;
- Protect and enhance of existing **streetscape character**;
- Retain the visual **character** of late nineteenth to early twentieth century **residential development**;
- Encourage a high standard of architectural and sustainable design solutions for new **development** and additions to existing **development**;
- Ensure new **development** that responds appropriately and complements the surrounding **streetscape** through:
  - Consistent scale and bulk in relation to the original **street** pattern, maintaining front and side setback patterns; and
  - Built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original **character dwellings**.
- Maintain the absence of and promote the removal of visually intrusive car parking structures and vehicular **crossovers** to the primary **streetscape**; and
- Maintain an open atmosphere of **street frontage** by ensuring front boundary fences are low and/or **visually permeable**.

STATEMENT OF CHARACTER

Located in West Perth, the Prospect Place **Character Area** is generally mixed in terms of built form, containing both original (pre 1950s) and more contemporary **dwellings**. While only four original **dwellings** are present within the **street**, they are good examples of mid century **development** and **dwellings** which include many **character** elements which are important to the cultural history of the area.

With strong ties to the earliest European settlement within the Perth Metropolitan Region, **development** within this **street** should enhance the historic **dwellings** within the **street** and embrace **dwelling** designs which support the historic **character** of the precinct as a whole.

Redevelopment should respect and complement the predominant **character** of the **street**. Additions and alterations that are visible from the **street** should respond to the key architectural features of the **dwelling** on the **lot** and adjoining **character dwellings**.

ADDITIONAL REQUIREMENTS FOR DEVELOPMENT APPLICATIONS

Applications for **development** approval within the **Character Area** are to communicate the **development** proposition in its context, and be accompanied by:

- an Urban Design Study for any **development** within the public domain view; and
- elevations showing the proposed **development** and all existing **development** on each **lot** immediately adjoining the land subject to the application.

An application for **development** approval within the public domain view may be referred to the City's Design Review Panel for advice regarding the proposal. The City may also elect to obtain independent advice to assist in the **development** application process.

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Local Housing Objectives	Deemed to Comply
1. Building height	
O1.1 augments Clause 3.2 P3.2.1	*Replaced: C1.1 and C1.2 replace Clause 3.2 C3.2.1* *Remaining: N/A* *WAPC approval required? Yes* | *WAPC approval date: xxx*
O1.1 **Development** visible from the **street** is consistent with the existing **dwelling's wall** height, or where there is no existing **dwelling**, is consistent with the **street**'s typical **wall** height to maintain the rhythm of the **streetscape**.	C1.1 **Building** heights should not exceed 2 storeys, and should meet the following: **Concealed or skillion roof** | **Pitches, hipped or gabled roof** **Maximum building height** | **Maximum height of wall** | **Maximum total building height** 8m | 7m | 10m C1.2 **Loft** additions are contained wholly within the existing roof space of the **dwelling**.
2. Street setbacks	
O2.1 and O2.2 augment Clause 3.3 P3.3.1	*Replaced: C2.1 and C2.2 replace Clause 3.3 C3.3.1, C3.3.4 and 3.3.5 | C2.3 replaces C3.3.2.* *Remaining: Clause 3.3 C3.3.3 and C3.3.6* *WAPC approval required? No* | *WAPC approval date: N/A*
O2.1 The setbacks of **dwellings** should reflect the predominant **streetscape** pattern and be consistent with adjacent properties as to not adversely impact the streets **character**. O2.2 **Walls** above the ground floor should be adequately set back to maintain the predominant single storey appearance of the **streetscape**.	C2.1 **Buildings** have a ground floor set back from the **primary street boundary** based on the average setback of the two adjoining **dwellings** that front the same **primary street**. C2.2 Upper floor/s are located 4m behind the ground floor **dwelling alignment**. C2.3 Notwithstanding C2.1, a porch, **verandah** or equivalent may have a reduced **primary street setback area** of 50%, up to the full **building** width.
3. Streetscape	
O3.1 and O3.2 augment Clause 3.6 P3.6.4 | O3.3 augments P3.6.5 | O3.4 augments P3.6.1	*Replaced: C3.1 – C3.3 replaces C3.6.6 | C3.4 and C3.6 replaces C3.6.7 | C3.5 replaces C3.6.8 | C3.7 replaces C3.6.1* *Remaining: Clause 3.6 C3.6.2 – C3.6.5 | C3.6.9* *WAPC approval required? No* | *WAPC approval date: N/A*
O3.1 Residential parking and associated structures are located and designed as to minimise their visibility from the **street** and not obstruct the predominant character elements of the **dwelling**. O3.2 **Garages** and **carports** that match the **dwelling** with respect to materials, roof design, roof pitch and colour. O3.3 The design of fences or **walls** facing the **primary street** reflects the predominant style of the **street**. O3.4 **Development** visible from the **street** is **sympathetic** to, but not replicate, the style of an existing **dwelling**, or the predominant **character** of the **streetscape** where no **dwelling** exists. **Sympathetic** design should be achieved through: i. Scale ii. Material and colours iii. Roof design iv. Detailing v. Window size and design	C3.1 **Carports** located within the **primary street setback area** should be free of all **walls** (excluding pillar and posts with a horizontal dimension of 450mm by 450mm or less). C3.2 **Carports** and **garages** should have a maximum **wall** height of 2.7m. C3.3 **Carports** located within primary setback areas should have a maximum width of 5.5m (internal) or one-third the **frontage** of the **lot**, whichever is the lesser. C3.4 Fences or **walls** within the **primary street setback** should be: i. A maximum height of 1.8m above the adjacent footpath level; and ii. Visually permeable 0.75m above the adjacent footpath level. C3.5 Solid pillars that form part of front fences or **walls** have a maximum height of 1.8m, or 2m where a decorative capping is incorporated, above the adjacent footpath level, and have a maximum dimension of 0.47m by 0.47m. The pillars are separated by **visually permeable** fencing in line with C3.4, with the distance between pillars is not less than the height of the pier except where pedestrian gates are proposed. C3.6 Fences or **walls** within the **primary street setback** should contain one or more of the following: i. Timber pickets; or ii. Brick; or iii. Rendered masonry. C3.7 **Single houses** and **grouped dwellings** to address the **street** (including a communal **street** or **right-of-way** where this is the primary **frontage**) in accordance with the following:

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	i.	the primary entrance to each **dwelling** must be readily identifiable from the **street**;
	ii.	provide at least one **major opening** on the **dwelling frontage** with an outlook to the **street**;
	iii.	the floor level matches or is the average of the floor levels of **dwelling** on either side;
	iv.	The roof pitch of ground and upper floor storeys are 30 – 40 degrees; and
	v.	Windows facing the **street** have a height 1.6 times their width.

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APPENDIX 6: THE HAMMOND STREET GUIDELINES

INTRODUCTION

The Hammond Street Character Area (**Character Area**) is recognised for making a positive contribution towards the built **character** of the City of Vincent (City).

The Hammond Street Character Area Guidelines (Guidelines) identify the unique characteristics of the **Character Area** and provide guidance for future **development**.

The Guidelines are to be applied to **development** where the **dwelling** is fronting the **primary street** being numbers 3 – 24 Hammon Street (refer to adjacent map).

OBJECTIVES

The objectives of these guidelines are to:

- Retain and conserve of original **dwellings**;
- Protect and enhance of existing **streetscape character**;
- Retain the visual **character** of late nineteenth to early twentieth century **residential development**;
- Encourage a high standard of architectural and sustainable design solutions for new **development** and additions to existing **development**;
- Ensure new **development** that responds appropriately and complements the surrounding **streetscape** through:
  - Consistent scale and bulk in relation to the original **street** pattern, maintaining front and side setback patterns; and
  - Built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original **character dwellings**.
- Maintain the absence of and promote the removal of visually intrusive car parking structures and vehicular **crossovers** to the primary **streetscape**; and
- Maintain an open atmosphere of **street frontage** by ensuring front boundary fences are low and/or **visually permeable**.

STATEMENT OF CHARACTER

Located in West Perth, the **Character Area**, while generally mixed in terms of built form, contains some good examples of **character dwellings** dating back from the turn of the century as well as some more recent additions to the **streetscape** which have included designs typical of that time.

With strong ties to the earliest European settlement within the Perth Metropolitan Region, **development** within this **street** should enhance the historic **dwellings** within the **street** and embrace **dwelling** designs which support the historic **character** of the precinct. While the **character** of the **streetscape** is somewhat impacted by inconsistent **building** typologies within the **street**, original **dwellings** such as those at 17 and 4 Hammond **Street** are key to reflecting the historic **character** of the area.

Redevelopment should respect and complement the predominant **character** of the **street**. Additions and alterations that are visible from the **street** should respond to the key architectural features of the **dwelling** on the **lot** and adjoining **character dwellings**.

ADDITIONAL REQUIREMENTS FOR DEVELOPMENT APPLICATIONS

Applications for **development** approval within the **Character Area** are to communicate the **development** proposition in its context, and be accompanied by:

- an Urban Design Study for any **development** within the public domain view; and
- elevations showing the proposed **development** and all existing **development** on each **lot** immediately adjoining the land subject to the application.

An application for **development** approval within the public domain view may be referred to the City's Design Review Panel for advice regarding the proposal. The City may also elect to obtain independent advice to assist in the **development** application process.

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Local Housing Objectives	Deemed to Comply
1. Building height	
O1.1 augments Clause 3.2 P3.2.1	*Replaced: C1.1 and C1.2 replace Clause 3.2 C3.2.1* *Remaining: N/A* *WAPC approval required? Yes* | *WAPC approval date: xxx*
O1.1 **Development** visible from the **street** is consistent with the existing **dwelling's wall** height, or where there is no existing **dwelling**, is consistent with the **street**'s typical **wall** height to maintain the rhythm of the **streetscape**.	C1.1 **Building** heights should not exceed 2 storeys, and should meet the following: **Concealed or skillion roof** | **Pitches, hipped or gabled roof** **Maximum building height** | **Maximum height of wall** | **Maximum total building height** 8m | 7m | 10m C1.2 **Loft** additions are contained wholly within the existing roof space of the **dwelling**.
2. Street setbacks	
O2.1 – O2.2 augments Clause 3.3 P3.3.1	*Replaced:C2.1 and C2.2 replace Clause 3.3 C3.3.1, C3.3.2 and C3.3.4 | C2.3 replaces C3.3.5* *Remaining: Clause 3.3 C3.3.3 and C3.3.6* *WAPC approval required? No* | *WAPC approval date: N/A*
O2.1 The setbacks of **dwellings** should reflect the predominant **streetscape** pattern and be consistent with adjacent properties as to not adversely impact the streets **character**. O2.2 **Walls** above the ground floor should be adequately set back to maintain the predominant single storey appearance of the **streetscape**.	C2.1 **Buildings** have a ground floor set back from the **primary street boundary** based on the average setback of the two adjoining **dwellings** that front the same **primary street**. C2.2 Upper floor/s are located 4m behind the ground floor **dwelling alignment**. C2.3 **Carports** are not located within the **primary street setback area**, unless: i. No alternative location exists; and ii. A minimum **primary street setback** 1.5m is achieved; and iii. It does not obstruct views from a **major opening** of **dwelling** to the **street**.
3. Streetscape	
O3.1 and O3.2 augment Clause 3.6 P3.6.4 | O3.3 augments P3.6.5 | O3.4 augments P3.6.1	*Replaced: C3.1 and C3.2 replace Clause 3.6.6 | C3.3 and C3.5 replaces Clause 3.6.7 | C3.4 replaces Clause 3.6.8 | C3.6 replaces Clause C3.6.1* *Remaining: Clause 3.6 C3.6.2 – C3.6.5 and C3.6.9* *WAPC approval required? No* | *WAPC approval date: N/A*
O3.1 Residential parking and associated structures are located and designed as to minimise their visibility from the **street** and not obstruct the predominant character elements of the **dwelling**. O3.2 **Garages** and **carports** that match the **dwelling** with respect to materials, roof design, roof pitch and colour. O3.3 The design of fences or **walls** facing the **primary street** reflects the predominant style of the **street**. O3.4 **Development** visible from the **street** is **sympathetic** to, but not replicate, the style of an existing **dwelling**, or the predominant **character** of the **streetscape** where no **dwelling** exists. **Sympathetic** design should be achieved through: i. Scale ii. Material and colours iii. Roof design iv. Detailing v. Window size and design	C3.1 **Carports** and **garages** should have a maximum **wall** height of 2.7m. C3.2 **Carports** located within primary setback areas should have a maximum width of 5.5m (internal) or one-third the **frontage** of the **lot**, whichever is the lesser. C3.3 Fences or **walls** within the **primary street setback** should be: i. A maximum height of 1.8m above the adjacent footpath level; and ii. **Visually permeable** 0.75m above the adjacent footpath level. C3.4 Solid pillars that form part of front fences or **walls** have a maximum height of 1.8m, or 2m where a decorative capping is incorporated, above the adjacent footpath level, and have a maximum dimension of 0.47m by 0.47m. The pillars are separated by **visually permeable** fencing in line with C3.5, with the distance between pillars is not less than the height of the pier except where pedestrian gates are proposed. C3.5 Fences or **walls** within the **primary street setback** should contain one or more of the following: i. Timber pickets; or ii. Brick; or iii. Rendered masonry. C3.6 **Single houses** and **grouped dwellings** to address the **street** (including a communal **street** or **right-of-way** where this is the primary **frontage**) in accordance with the following: i. the primary entrance to each **dwelling** must be readily identifiable from the **street**;

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	ii. provide at least one **major opening** on the **dwelling frontage** with an outlook to the **street**; iii. the floor level matches or is the average of the floor levels of **dwelling** on either side; iv. the roof pitch of ground and upper floors is 30-40 degrees except for gables which are 35-45 degrees; and v. Windows have a height 1.6 times their width.

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APPENDIX 7: THE STRATHCONA STREET GUIDELINES

INTRODUCTION

The Strathcona Street Character Area (**Character Area**) is recognised for making a positive contribution towards the built **character** of the City of Vincent (City).

The Strathcona Street Character Area Guidelines (Guidelines) identify the unique characteristics of the **Character Area** and provide guidance for future **development**.

The Guidelines are to be applied to **development** where the **dwelling** is fronting the **primary street** being numbers 1 – 15 Strathcona Street (refer to adjacent map).

OBJECTIVES

The objectives of these guidelines are to:

- Retain and conserve of original **dwellings**;
- Protect and enhance of existing **streetscape character**;
- Retain the visual **character** of late nineteenth to early twentieth century **residential development**;
- Encourage a high standard of architectural and sustainable design solutions for new **development** and additions to existing **development**;
- Ensure new **development** that responds appropriately and complements the surrounding **streetscape** through:
  - Consistent scale and bulk in relation to the original **street** pattern, maintaining front and side setback patterns; and
  - Built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original **character dwellings**.
- Maintain the absence of and promote the removal of visually intrusive car parking structures and vehicular **crossovers** to the primary **streetscape**; and
- Maintain an open atmosphere of **street frontage** by ensuring front boundary fences are low and/or **visually permeable**.

STATEMENT OF CHARACTER

Located in West Perth, the **Character Area** is generally consistent in terms of built form, with the majority of the **dwellings** being original to the **street**. This includes excellent examples of **character dwellings** dating back from the turn of the century and are predominately in excellent condition.

With strong ties to the earliest European settlement within the Perth Metropolitan Region, **development** within this **street** should enhance the historic **dwellings** within the **street** and embrace **dwelling** designs which support the historic **character** of the precinct. While the **character** of the **street** is impacted by more contemporary designed **buildings**, the presence of minimal carparking structures within the **street setback area** and consistent **street** setbacks enhances the overall built quality to the **street**.

Redevelopment should respect and complement the predominant **character** of the **street**. Additions and alterations that are visible from the **street** should respond to the key architectural features of the **dwelling** on the **lot** and adjoining **character dwellings**.

ADDITIONAL REQUIREMENTS FOR DEVELOPMENT APPLICATIONS

Applications for **development** approval within the **Character Area** are to communicate the **development** proposition in its context, and be accompanied by:

- an Urban Design Study for any **development** within the public domain view; and
- elevations showing the proposed **development** and all existing **development** on each **lot** immediately adjoining the land subject to the application.

An application for **development** approval within the public domain view may be referred to the City's Design Review Panel for advice regarding the proposal. The City may also elect to obtain independent advice to assist in the **development** application process.

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Local Housing Objectives	Deemed to Comply
1. Building height	
O1.1 augments Clause 3.2 P3.2.1	*Replaced: C1.1 and C1.2 replace Clause 3.2 C3.2.1* *Remaining: N/A* *WAPC approval required? Yes* | *WAPC approval date: xxxx*
O1.1 **Development** visible from the **street** is consistent with the existing **dwelling's wall** height, or where there is no existing **dwelling**, is consistent with the **street**'s typical **wall** height to maintain the rhythm of the **streetscape**.	C1.1 **Building** heights should not exceed 2 storeys, and should meet the following: **Concealed or skillion roof** | **Pitches, hipped or gabled roof** **Maximum building height** | **Maximum height of wall** | **Maximum total building height** 8m | 7m | 10m C1.2 **Loft** additions are contained wholly within the existing roof space of the **dwelling**.
2. Street setbacks	
O2.1 and O2.2 augment Clause 3.3 P3.3.1	*Replaced: C2.1 replaces Clause 3.3 C3.3.1 and C3.3.4 | C2.2 replaces C3.3.2 | C2.3 replaces C3.3.5* *Remaining: Clause 3.3.1 C3.3.3* *WAPC approval required? No* | *WAPC approval date: N/A*
O2.1 The setbacks of **dwellings** should reflect the predominant **streetscape** pattern and be consistent with adjacent properties as to not adversely impact the streets **character**. O2.2 **Walls** above the ground floor should be adequately set back to maintain the predominant single storey appearance of the **streetscape**.	C2.1 **Buildings** have a ground floor set back from the **primary street boundary** based on the average setback of the two adjoining **dwellings** that front the same **primary street**. C2.2 Notwithstanding C2.1, a porch, **verandah** or equivalent may have a reduced **primary street setback area** of 50%, up to the full **building** width. C2.3 **Carports** are not located within the **primary street setback area**, unless: i. No alternative location exists; and ii. A minimum **primary street setback** 1.5m is achieved; and iii. It does not obstruct views from a **major opening** of **dwelling** to the **street**.
3. Streetscape	
O3.1 and O3.2 augment Clause 3.6 P3.6.4 | O3.3 augments P3.6.5 | O3.4 augments P3.6.1	*Replaced: C3.1 and C3.2 replace Clause 3.6.6 | C3.3 and C3.5 replaces Clause 3.6.7 | C3.4 replaces Clause 3.6.8 | C3.6 replaces Clause C3.6.1* *Remaining: Clause 3.6 C3.6.2 – C3.6.5 and C3.6.9* *WAPC approval required? No* | *WAPC approval date: N/A*
O3.1 Residential parking and associated structures are located and designed as to minimise their visibility from the **street** and not obstruct the predominant character elements of the **dwelling**. O3.2 **Garages** and **carports** that match the **dwelling** with respect to materials, roof design, roof pitch and colour. O3.3 The design of fences or **walls** facing the **primary street** reflects the predominant style of the **street**. O3.4 **Development** visible from the **street** is **sympathetic** to, but not replicate, the style of an existing **dwelling**, or the predominant **character** of the **streetscape** where no **dwelling** exists. **Sympathetic** design should be achieved through: i. Scale ii. Material and colours iii. Roof design iv. Detailing v. Window size and design	C3.1 **Carports** and **garages** should have a maximum **wall** height of 2.7m. C3.2 **Carports** located within primary setback areas should have a maximum width of 5.5m (internal) or one-third the **frontage** of the **lot**, whichever is the lesser. C3.3 Fences or **walls** within the **primary street setback** should be: i. A maximum height of 1.8m above the adjacent footpath level; and ii. **Visually permeable** 0.75m above the adjacent footpath level. C3.4 Solid pillars that form part of front fences or **walls** have a maximum height of 1.8m, or 2m where a decorative capping is incorporated, above the adjacent footpath level, and have a maximum dimension of 0.47m by 0.47m. The pillars are separated by **visually permeable** fencing in line with C3.5, with the distance between pillars is not less than the height of the pier except where pedestrian gates are proposed. C3.5 Fences or **walls** within the **primary street setback** should contain one or more of the following: i. Timber pickets; or ii. Brick; or iii. Rendered masonry.

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	C3.6 **Single houses** and **grouped dwellings** to address the **street** (including a communal **street** or **right-of-way** where this is the primary **frontage**) in accordance with the following: i. the primary entrance to each **dwelling** must be readily identifiable from the **street**; ii. provide at least one **major opening** on the **dwelling frontage** with an outlook to the **street**; iii. the floor level matches or is the average of the floor levels of **dwelling** on either side. iv. the roof pitch of ground and upper floor storeys are 30 – 40 degrees; and v. windows facing the **street** have a height 1.6 times their width.

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APPENDIX 8: THE WILBERFORCE STREET GUIDELINES

INTRODUCTION

The Wilberforce Street Character Area (**Character Area**) is recognised for making a positive contribution towards the built **character** of the City of Vincent (City).

The Wilberforce Street Character Area Guidelines (Guidelines) identify the unique characteristics of the **Character Area** and provide guidance for future **development**.

The Guidelines are to be applied to **development** where the **dwelling** is fronting the **primary street** being 1 – 25 Wilberforce Street (refer to adjacent map).

OBJECTIVES

The objectives of these guidelines are to:

- Retain and conserve of original **dwellings**;
- Protect and enhance of existing **streetscape character**;
- Retain the visual **character** of late nineteenth to early twentieth century **residential development**;
- Encourage a high standard of architectural and sustainable design solutions for new **development** and additions to existing **development**;
- Ensure new **development** that responds appropriately and complements the surrounding **streetscape** through:
  - Consistent scale and bulk in relation to the original **street** pattern, maintaining front and side setback patterns; and
  - Built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original **character dwellings**.
- Maintain the absence of and promote the removal of visually intrusive car parking structures and vehicular **crossovers** to the primary **streetscape**; and
- Maintain an open atmosphere of **street frontage** by ensuring front boundary fences are low and/or **visually permeable**.

STATEMENT OF CHARACTER

Located in Mount Hawthorn, the **Character Area** is generally consistent in terms of built form, with the majority of the **dwellings** being original to the **street**. This includes excellent examples of **character dwellings** dating back from the turn of the century and are predominately in excellent condition.

With strong ties to the earliest European settlement within the Perth Metropolitan Region, **development** within this **street** should enhance the historic **dwellings** within the **street** and embrace **dwelling** designs which support the historic **character** of the precinct. While the **character** of the **street** is impacted by more contemporary designed **buildings**, the presence of minimal carparking structures within the **street setback area** and consistent **street** setbacks enhances the overall built quality to the **street**.

Redevelopment should respect and complement the predominant **character** of the **street**. Additions and alterations that are visible from the **street** should respond to the key architectural features of the **dwelling** on the **lot** and adjoining **character dwellings**.

ADDITIONAL REQUIREMENTS FOR DEVELOPMENT APPLICATIONS

Applications for **development** approval within the **Character Area** are to communicate the **development** proposition in its context, and be accompanied by:

- an Urban Design Study for any **development** within the public domain view; and
- elevations showing the proposed **development** and all existing **development** on each **lot** immediately adjoining the land subject to the application.

An application for **development** approval within the public domain view may be referred to the City's Design Review Panel for advice regarding the proposal. The City may also elect to obtain independent advice to assist in the **development** application process.

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<table>
<tr><th>Local Housing Objectives</th><th>Deemed to Comply</th></tr>
<tr><td colspan="2">1. Building height</td></tr>
<tr><td>Part B: O1.1 augments Clause 5.1.6 P6
Part C: O1.1 augments Clause 3.2 P3.2.1</td><td><u>Part B</u>
Replaced: C1.1 replaces Clause 5.1.6 C6
Remaining: N/A
<u>Part C</u>
Replaced: C1.1 replaces Clause 3.2 C3.2.1
Remaining: N/A
WAPC approval required? Yes | WAPC approval date: xxxx</td></tr>
<tr><td>O1.1 Development visible from the street is consistent with the existing dwelling's wall height, or where there is no existing dwelling, is consistent with the street's typical wall height to maintain the rhythm of the streetscape.</td><td>C1.1 Building heights should not exceed 2 storeys, and should meet the following:
<table>
<tr><th colspan="1">Concealed or skillion roof</th><th colspan="2">Pitches, hipped or gabled roof</th></tr>
<tr><th>Maximum building height</th><th>Maximum height of wall</th><th>Maximum total building height</th></tr>
<tr><td>8m</td><td>7m</td><td>10m</td></tr>
</table></td></tr>
<tr><td colspan="2">2. Street setbacks</td></tr>
<tr><td>Part B: O2.1 augments Clause 5.1.2 P2.1
Part C: O2.1 augments Clause 3.3 P3.3.1</td><td><u>Part B</u>
Replaced: C2.1 replaces Clause 5.1.2 C2.1 (i), (ii) and (iii), and Clause 5.2.1 C1.1 | C2.2 replaces Clause 5.1.2 C2.1 iv and C2.4 | C2.3 replaces Clause 5.2.1 C1.2
Remaining: Clause 5.1.2 C2.2 and C2.3 | Clause 5.2.1 C.3 and C1.4
<u>Part C</u>
Replaced: C2.1 replaces Clause 3.3 C3.3.1 and C3.3.4 | C2.2 replaces C3.3.2 | C2.3 replaces C3.3.5
Remaining: Clause 3.3 C3.3.3 and C3.3.6
WAPC approval required? No | WAPC approval date: N/A</td></tr>
<tr><td>O2.1 The setbacks of dwellings should reflect the predominant streetscape pattern and be consistent with adjacent properties as to not adversely impact the streets character.</td><td>C2.1 Buildings have a ground floor set back from the primary street boundary based on the average setback of the two adjoining dwellings that front the same primary street.

C2.2 Notwithstanding C1.1, a porch, verandah or equivalent may have a reduced primary street setback area of 50%, up to the full building width.

C2.3 Carports are not located within the primary street setback area, unless:
i. No alternative location exists; and
ii. A minimum primary street setback 1.5m is achieved; and
iii. It does not obstruct views from a major opening of dwelling to the street.</td></tr>
<tr><td colspan="2">3. Streetscape</td></tr>
<tr><td>O3.1 and O3.2 augment Clause 5.2.1 P1.1 | O3.3 augments Clause 5.1.2 P2.2</td><td>Part B: C3.1 replaces Clause 5.2.1 C1.1 | C3.2 replaces Clause 5.2.1 C1.2 | C3.3 replaces Clause 5.2.3 C3.1 and C3.2
Part C: C3.1 and C3.2 replaces Clause 3.6.6 | C3.3 replaces Clause 3.6.1
WAPC approval required? No | WAPC approval date: N/A</td></tr>
<tr><td>O3.1 Residential parking and associated structures are located and designed as to minimise their visibility from the street and not obstruct the predominant character elements of the dwelling.

O3.2 Garages and carports that match the dwelling with respect to materials, roof design, roof pitch and colour.

O3.3 Development visible from the street is sympathetic to, but not replicate, the style of an existing dwelling, or the predominant character of the streetscape where no dwelling exists.

Sympathetic design should be achieved through:
i. Scale
ii. Material and colours
iii. Roof design
iv. Detailing</td><td>C3.1 Carports and garages should have a maximum wall height of 2.7m.

C3.2 Carports located within primary setback areas should have a maximum width of 5.5m (internal) or one-third the frontage of the lot, whichever is the lesser.

C3.3 Single houses and grouped dwellings to address the street (including a communal street or right-of-way where this is the primary frontage) in accordance with the following:
i. the primary entrance to each dwelling must be readily identifiable from the street;
ii. provide at least one major opening on the dwelling frontage with an outlook to the street; and
iii. the floor level matches or is the average of the floor levels of dwelling on either side.</td></tr>
</table>

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v. Window size and design	

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APPENDIX 9: THE ORANGE AVENUE AND HOPE STREET GUIDELINES

INTRODUCTION

The Orange Avenue and Hope Street Character Area (**Character Area**) is recognised for making a positive contribution towards the built **character** of the City of Vincent (City).

The Orange Avenue and Hope Street Character Area Guidelines (Guidelines) identify the unique characteristics of the **Character Area** and provide guidance for future **development**.

The Guidelines are to be applied to **development** where the **dwelling** is fronting the **primary street** being numbers 1 – 24 Orange Avenue and 2 – 16 Hope Street (refer to adjacent map).

OBJECTIVES

The objectives of these guidelines are to:

- retain and conserve original **dwellings**;
- protect and enhance the existing **streetscape character**;
- encourage **passive surveillance** and neighbour and community interaction;
- encourage a high standard of architectural and sustainable design approaches for new **development**;
- encourage a high standard of architectural and sustainable design approaches for alterations and additions to existing **development**;
- encourage **development** that acknowledges existing **character** features and valued **streetscape** elements;
- ensure **development** does not visually dominate the **streetscape** or mimic the style of original **dwellings**;
- ensure the absence of visually intrusive car parking structures; and
- ensure new **development** responds appropriately to the rhythm of the **streetscape** by maintaining:
  - front setback patterns; and
  - consistent scale and bulk in relation to the original **streetscape** pattern.

STATEMENT OF CHARACTER

Located in Perth, the **Character Area** is generally consistent in terms of built form, with the majority of the **dwellings** being original to the **street** and in good condition. This includes excellent examples of **character dwellings**, and alterations and additions from different eras, dating back from the turn of the century.

With the build out of residences within the streets occurring from 1906 onwards, the **Character Area** reflects early European settlement within the Perth Metropolitan Region, as well as Perth's layered cultural history.

Owing to the unique transection of Orange Avenue and Hope Street and more contemporary **development** which has occurred on this aspect, the **character** of the area has been impacted both positively and negatively by **development** occupying this portion of the **streetscape**. While contextually responsive alterations and additions have strengthened the **character** of the area, new **development** that poorly mimics original **dwellings** has had a negative impact. The overall quality of the **Character Area** is enhanced by the:

- consistent **street** setbacks;
- consistent scale and bulk in relation to the original **streetscape** pattern;
- **character dwellings** with **verandahs** and original chimneys;
- contextually responsive alterations and additions;
- minimal car parking structures; and
- prevalence of front gardens and Chinese tallow **street** trees.

ADDITIONAL REQUIREMENTS FOR DEVELOPMENT APPLICATIONS

Applications for **development** approval within the **Character Area** are to communicate the **development** proposition in its context, and be accompanied by:

LOCAL PLANNING POLICY: CHARACTER AREA GUIDELINES

CITY OF VINCENT

- an Urban Design Study for any **development** within the public domain view; and
- elevations showing the proposed **development** and all existing **development** on each **lot** immediately adjoining the land subject to the application.

An application for **development** approval within the public domain view may be referred to the City's Design Review Panel for advice regarding the proposal. The City may also elect to obtain independent advice to assist in the **development** application process.

<table>
<tr><th>Local Housing Objectives</th><th>Deemed-to-comply</th></tr>
<tr><td colspan="2">1. Building Height</td></tr>
<tr><td>O1.1 augments Clause 3.2 P3.2.1</td><td>Replaced: C1.1 and C1.2 replace Clause 3.2 C3.2.1
Remaining: N/A
WAPC approval required? Yes | WAPC approval date: xxx</td></tr>
<tr><td>O1.1 Development visible from the street is consistent with the existing dwelling's wall height, or where there is no existing dwelling, is consistent with the street's typical wall height to maintain the rhythm of the streetscape.</td><td>C1.1 Building heights should not exceed 2 storeys, and should meet the following:
<table>
<tr><th>Concealed or skillion roof</th><th colspan="2">Pitches, hipped or gabled roof</th></tr>
<tr><th>Maximum building height</th><th>Maximum height of wall</th><th>Maximum total building height</th></tr>
<tr><td>8m</td><td>7m</td><td>10m</td></tr>
</table>
C1.2 Loft additions are contained wholly within the existing roof space of the dwelling.</td></tr>
<tr><td colspan="2">2. Street setbacks</td></tr>
<tr><td>O2.1 – O2.3 augment Clause 3.3 P3.3.1</td><td>Replaced: C2.1 and C2.2 replace Clause 3.3 C3.3.1 | C2.3 replaces C3.3.2 | C2.4 replaces C3.3.1 | C2.5 replaces C3.3.4 | C2.6 replaces Clause 3.3.5
Remaining: Clause 3.3 C3.3.3 and C3.3.6
WAPC approval required? No | WAPC approval date: N/A</td></tr>
<tr><td>O2.1 The setbacks of dwellings should reflect the predominant streetscape pattern and be consistent with adjacent properties as to not adversely impact the streets character.

O2.2 Walls above the ground floor should be adequately set back to maintain the predominant single storey appearance of the streetscape.

O2.3 Residential parking and associated structures are located and designed as to minimise their visibility from the street and not obstruct the predominant character elements of the dwelling.</td><td>C2.1 Buildings have a ground floor set back from the primary street boundary based on the average setback of the two adjoining dwellings that front the same primary street.

C2.2 Upper floor/s are located 3.5m behind the predominant ground floor dwelling alignment or behind the apex of the roof (whichever is greater). This excludes any balcony contained within the roof form.

C2.3 Notwithstanding C2.1, a porch, verandah or equivalent has a primary street setback of the average of the two directly adjoining verandahs or porches on either side of the subject property.

C2.4 Balconies contained within the roof form may project 1.5m forward of the primary street setback line.

C2.5 Garages to be located at the rear of the lot.

C2.6 Carports are located behind the primary street setback.</td></tr>
<tr><td colspan="2">3. Streetscape</td></tr>
<tr><td>O3.1 augments Clause 3.6 P3.6.1</td><td>Replaced: C3.1 replaces Clause 3.6 C3.6.3
Remaining: Clause 3.6 C3.6.1, C3.6.2 and C3.6.4 – C3.6.9
WAPC approval required? No | WAPC approval date: N/A</td></tr>
<tr><td>O3.1 Development visible from the street is sympathetic to, but not replicate, the style of an existing dwelling, or the predominant character of the streetscape where no dwelling exists.

Sympathetic design should be achieved through:
i. Scale
ii. Material and colours
iii. Roof design
iv. Detailing
v. Window size and design</td><td>C3.1 New dwellings should include a porch, verandah or similar that is a minimum depth of 2m and cover the entirety of the front facade of the dwelling.</td></tr>
</table>

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APPENDIX 10 THE AUCKLAND STREET GUIDELINES

INTRODUCTION

The Auckland Street Character Area (**Character Area**) is recognised for making a positive contribution towards the built **character** of the City of Vincent (City).

The Auckland Street Character Area Guidelines (Guidelines) identify the unique characteristics of the **Character Area** and provide guidance for future **development**.

The Guidelines are to be applied to **development** where the **dwelling** is fronting the **primary street** being numbers 48 – 81 (excluding 80) Auckland Street (refer to adjacent map).

OBJECTIVES

The objectives of these guidelines are to:

- Ensure that new **buildings** and alterations and additions to existing **buildings**, which are in view of the **street**, are in keeping with the **character** of the area, respects the scale and proportions of surrounding **buildings**, and are designed to fit into the existing **streetscape**;
- Maintain the existing built form **character** with its openness to the **street**.
- Retain appropriate mature trees wherever possible;
- Encourage **passive surveillance** and neighbour and community interaction; and
- Encourage a high standard of architectural and sustainable design solutions for new **development** and additions to existing **development**.

STATEMENT OF CHARACTER

Located in North Perth, the **Character Area** is generally mixed in terms of built form, ranging from Californian bungalows to more recent two storey additions to the **streetscape**.

The existing housing stock within the **Character Area**, are established on 545sqm to 1010sqm **lots**. However, over time a number of the **lots** within this **Character Area**, have been subdivided into battle-axe configurations. These subdivisions have not impacted the overall **streetscape** or **character** of Auckland **Street**. The large setback averages of between 5m to 10m from the **primary street** of the existing **dwellings** provide distinctive entry points, positive **street** surveillance as well as a sense of openness.

Redevelopment should respect and complement the predominant **character** of the **street**. Additions and alterations that are visible from the **street** should respond to the key architectural features of the **dwelling** on the **lot** and adjoining **dwellings**.

The overall quality of the **Character Area** is enhanced by the:

- consistent **street** setbacks;
- consistent scale and bulk in relation to the original **streetscape** pattern;
- bungalow **dwellings** with **verandahs**; and
- prevalence of large front gardens.

ADDITIONAL REQUIREMENTS FOR DEVELOPMENT APPLICATIONS

Applications for **development** approval within the **Character Area** are to communicate the **development** proposition in its context, and be accompanied by:

- an Urban Design Study for any **development** within the public domain view; and
- elevations showing the proposed **development** and all existing **development** on each **lot** immediately adjoining the land subject to the application.

An application for **development** approval within the public domain view may be referred to the City's Design Review Panel for advice regarding the proposal. The City may also elect to obtain independent advice to assist in the **development** application process.

DRAFT

LOCAL PLANNING POLICY: CHARACTER AREA GUIDELINES

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<table>
<tr><th>Local Housing Objectives</th><th>Deemed-to-comply</th></tr>
<tr><td colspan="2">1. Building height</td></tr>
<tr><td>O1.1 augments Clause 5.1.6 P6</td><td>Replaced: C1.1 replaces Clause 5.1.6 C6
Remaining: N/A
WAPC approval required? No | WAPC approval date: N/A</td></tr>
<tr><td>O1.1 Development visible from the street is consistent with the existing dwelling's wall height, or where there is no existing dwelling, is consistent with the street's typical wall height to maintain the rhythm of the streetscape.</td><td>C1.1 Building heights should not exceed 2 storeys, and should meet the following:
<table>
<tr><th>Concealed or skillion roof</th><th colspan="2">Pitches, hipped or gabled roof</th></tr>
<tr><th>Maximum building height</th><th>Maximum height of wall</th><th>Maximum total building height</th></tr>
<tr><td>8m</td><td>7m</td><td>10m</td></tr>
</table></td></tr>
<tr><td colspan="2">2. Street setbacks</td></tr>
<tr><td>O1.1 augments Clause 3.2 P3.2.1</td><td>Replaced: C1.1 and C1.2 replace Clause 3.2 C3.2.1
Remaining: N/A
WAPC approval required? No | WAPC approval date: N/A</td></tr>
<tr><td>O1.1 The setbacks of dwellings should reflect the predominant open streetscape pattern and be consistent with adjacent properties.

O1.2 Walls above the ground floor should be adequately set back to maintain the predominant single storey appearance of the streetscape.</td><td>C1.1 Buildings have a ground floor set back from the primary street boundary based on the average setback of the two adjoining dwellings that front the same primary street.

C1.2 Upper floor/s are located 3m behind the ground floor dwelling alignment.

C1.3 Notwithstanding C1.1, a porch, verandah or equivalent may have a reduced primary streets setback area of 50%, up to the full building width.</td></tr>
<tr><td colspan="2">3. Streetscape</td></tr>
<tr><td>O2.1 and O2.2 Augments Clause 5.2.3 P2</td><td>N/A
WAPC approval required? No | WAPC approval date: N/A</td></tr>
<tr><td>O2.1 Buildings to be designed to encourage active use and active surveillance of the front yard by including verandahs, porches or outdoor living areas and by including habitable rooms at the front of the dwelling.

O2.2 New development promotes surveillance to the street and promotes neighbourly interaction.</td><td>No deemed-to-comply standard</td></tr>
<tr><td colspan="2">4. Landscaping</td></tr>
<tr><td>O3.1 and O3.2 Augments Clause 5.3.2 P2</td><td>N/A
WAPC approval required? No | WAPC approval date: N/A</td></tr>
<tr><td>O3.1 The front setback of the development should be adequately sized and landscaped as to contribute to the established streetscape character and reduce the impact of the development on adjoining public spaces and residential dwellings.

O3.2 Existing landscaping within the primary street setback is retained and conserved and new trees are planted wherever possible.</td><td>No deemed-to-comply standard</td></tr>
</table>

LOCAL PLANNING POLICY: CHARACTER AREA GUIDELINES

CITY OF VINCENT

DEFINITIONS

Unless otherwise defined in this Policy, terms used are to be interpreted as defined in the R Codes (Volumes 1 and 2):

Character – The defining attributes of a place or streetscape, including its form, scale, materials, architectural style, and patterns or repetition of elements, which collectively contribute to its significance of character and visual identity.

Character Area – A group of properties that are recognised to collectively form a **streetscape** with defining features and characteristics, which may include form and scale, materiality, style or repetition.

Sympathetic – A design outcome that respects the character of a place or **streetscape**. It does not replicate **buildings** the contribute to the recognised character, nor dominate or intrude upon neighbouring places, and is generally of a similar or lesser scale and proportion.

DRAFT

OFFICE USE ONLY	
Responsible Officer	Manager Strategic Planning & Sustainability
Initial Council Adoption	22/09/2015
Previous Title	Local Planning Policy: Character Retention Areas and Heritage Areas
Reviewed / Amended	12/12/2017; 1/05/2018; 23/03/2021; 14/12/2021; 26/07/2022; 22/08/2023; 10/12/24; 9/12/2025; DD/MM/YY
Next Review Date	12/2029

Local Planning Policy: Heritage Area Guidelines – Schedule of Modifications

General Policy Changes			
Section	**Existing Heritage Area Guidelines**	**Amended Heritage Area Guidelines**	**Administration Comments**
Introduction	N/A	**Added** *The City of Vincent (City) exhibits rich built form heritage, shaped by residential development dating back to the 1880s. Ongoing development over time has created localities that reflect generational building design, contributing to the City's distinctive urban character.* *The City recognises the importance of protecting areas where clusters of heritage buildings have been retained, as these precincts form unique streetscapes that reflect the historical and architectural evolution of the area.* *These places and precincts are identified through the City's Heritage List and Local Heritage Survey. This Policy provides development guidance for these unique streetscapes* to ensure heritage values are conserved and respected.	Introduction added to provide context to the Heritage Area Guidelines and be consistent with the City's Policy template.
Purpose	*The purpose of Local Planning Policy: Heritage Area Guidelines (Policy) is to:* • *establish a framework to identify areas within the City of Vincent (City) that contain characteristics that are valued by the community; and* • *provide guidance on the assessment of proposals for works in identified heritage areas.*	**Reworded** *The purpose of this Policy is to establish a framework for identifying areas within the City that demonstrate heritage characteristics valued by the community, and to provide guidance for assessing development proposals within these areas to ensure that heritage significance is conserved and appropriately managed.* *The Policy distinguishes between contributory places and non-contributory places where necessary, as follows.* *Table inserted*	Changes made to align with the City's Policy template. The contributory and non-contributory table has been included to reduce duplication within each individual Heritage Area Appendix. This table defines and outlines the desired outcomes of contributory and non-contributory places and aligns with WAPC's Guidelines For Heritage Area.
Objectives	1. *identify areas within the City that contain characteristics valued by the community to be known as heritage areas;* 2. *establish a planning and design framework to protect the streetscape located within heritage areas;* 3. *ensure that new buildings and additions to existing buildings will be sympathetic to the unique character of the streetscape; and* 4. *distinguish between buildings within each heritage area that contribute to the integrity of the streetscape, and those which do not.*	**Reworded** 1. *Identify areas within the City that contain characteristics valued by the community to be known as Heritage Areas.* 2. *Establish a planning and design framework to protect the streetscape located within Heritage Areas.* 3. *Ensure that new development is sympathetic and contributes to the unique character and built form of each individual Heritage Areas.* 4. *Retain heritage significance by conserving the cultural values of Heritage Areas and protecting them from incompatible development.*	Objectives have been simplified and would apply broadly to all Heritage Areas to reduce duplication within each individual Heritage Area. Existing Objective 4 has been modified to adopt a more holistic approach, recognising that not all Heritage Areas require a distinction between places that do and do not contribute to the integrity of the streetscape.
Scope (previously relationship to other documents)	*This Policy forms part of the City's local planning policy framework. Where this Policy is inconsistent with the City's operative Local Planning Scheme (Scheme), the Scheme prevails. Where this Policy is inconsistent with an adopted local development plan, activity centre plan or structure plan, the adopted local development plan, activity centre plan or structure plan prevails.* *Where this Policy is permitted to amend or replace the Deemed to Comply provisions under Clause 3.2.3(a) of the State Planning Policy 7.3 Residential Design Codes Volume 1 (R-Codes), the provisions of this Policy prevail. Where this Policy augments the Design Principles under Clause 3.2.3(c) of the R-Codes by providing Local Housing Objectives, both the Design Principles of the R-Codes and the Local Housing Objectives of this Policy apply.* *Where this Policy is inconsistent with the provisions of another local planning policy, the provisions of this Policy prevail.*	**Reworded** *This Policy applies to the identification, nomination and establishment of Heritage Areas subject to the City's Local Planning Scheme No. 2 (LPS2) and sets out development provisions for all properties within these.* *Heritage Areas will be established in accordance with Schedule 2 Part 2 of the Planning and Development Regulations (Local Planning Scheme) 2015 (Regulations). The City's current Heritage Areas are:* *Table inserted* *Note: Parry Street Precinct is on the State Register for Heritage Places (11543), however, is not subject to this Policy.* • *This Policy forms part of the City's local planning policy framework. Where this Policy is inconsistent with the City's LPS2, LPS2 prevails. Where inconsistent with an adopted*	Wording updated to clearly outline the scope of the Heritage Area Guidelines and its relationship with the planning framework.

Local Planning Policy: Heritage Area Guidelines – Schedule of Modifications

		Local Development Plan or Precinct Structure Plan, this Policy prevails. • *Where this Policy amends the Deemed-to-Comply provisions of the Residential Design Codes (R Codes) Volume 1 or Volume 2, the provisions of this Policy shall prevail.* • *Development is to be assessed against the Acceptable Outcomes of this Policy, and the relevant Deemed-to-Comply provisions of the Local Planning Policy: Built Form (Built Form Policy) and R Codes.* • *Where these are not met, proposals are to be assessed against the General Objectives, and relevant Heritage Area Local Housing Objectives of this Policy, along with the Local Housing Objectives of the Built Form Policy and Design Principles/Element Objectives of the R Codes.* *Note: Refer to the City's Local Planning Policy: Development Guidelines for Heritage Areas for development exempt for development approval.*	
Formatting and presentation change for each Heritage Area	N/A	Each of the respective Heritage Area Guidelines is restructured into the following format: • Statement of Significance • Objectives • Scope and Contribution of Individual Places • Provisions	General formatting changes have been made to achieve consistency and legibility amongst all Heritage Areas.
Definitions (now at the back of the Policy)	**Character** means the defining features of a place, including form and scale, materiality, style or repetition. **Character area** means a group of properties that are recognised to collectively form a streetscape with defining features and characteristics, which may include form and scale, materiality, style or repetition. **Complementary** or **sympathetic** means a design outcome that respects its context. It would not be identical to historic neighbours, nor would it intrude on their presence in the streetscape. It would be of a similar or lesser scale. **Heritage area** means a group of properties which are recognised to collectively form a streetscape, townscape or cultural environment with significant heritage characteristics, which may include architectural style, town planning or urban design excellence, landscape qualities, or strong historic associations. **Heritage assessment** is a systematic assessment that describes a place and its setting and states the cultural heritage significance of the place based on the criteria outlined in the Burra Charter, and in accordance with the HCWA Guidelines for the Assessment of Local Heritage Places 2022, Guidelines for Local Heritage Surveys 2022 and Guidelines for Establishing a Heritage List 2023. **Heritage impact statement** means a document that evaluates the likely impact of proposed development on the significance of a heritage place and its setting, and any conservation areas within which it is situated. The heritage impact statement should outline measures proposed to minimise any identified impact and any conservation benefits associated with the proposal. It should be prepared in accordance with the HCWA Heritage Impact Statement: A Guide.	**Reworded** *Unless otherwise defined in this Policy, terms used are to be interpreted as defined in the Residential Design Codes (Volumes 1 and 2).* ***Character** – The defining attributes of a place or streetscape, including its form, scale, materials, architectural style, and patterns or repetition of elements, which collectively contribute to its heritage significance and visual identity.* ***Contributory place** – A **place** that makes a positive contribution to the cultural heritage significance and established character of a **Heritage Area**.* ***Heritage Area** – A group of properties that collectively form a streetscape, townscape, or cultural environment with identifiable heritage significance. This significance may arise from architectural style, urban design or planning qualities, landscape elements, or strong historical associations.* ***Heritage Assessment** – A systematic evaluation that documents a place and its setting and establishes its cultural heritage significance. The assessment is conducted in accordance with the principles of the Burra Charter and the following guidelines: HCWA Guidelines for the Assessment of Local Heritage Places (2022), Guidelines for Local Heritage Surveys (2022), and Guidelines for Establishing a Heritage List (2023).* ***Non-contributory place** – A place comprising buildings, structures, landscaping and other elements that does not contribute to the cultural heritage significance or established character of a **Heritage Area**.*	Definitions have been modified to: - Provide contemporary and more concise language. - Remove definitions no longer referred to. - Default to the R Codes definition for consistency. - Define new words introduced as part of this review, consistent with WAPC's Guidelines for Heritage Areas and the *Heritage Act 2018*.

Local Planning Policy: Heritage Area Guidelines – Schedule of Modifications

	Heritage List means the City of Vincent's Heritage List. It is a list of places within the City of Vincent, considered by the City to be of identified cultural heritage significance and worthy of built heritage conservation pursuant to the Regulations. **Public domain view** means the sightline from the front property line on the opposite side of the road with a viewing height of 1.65 metres above the level of the pavement. **Statement of significance** means a concise and distilled summary of the cultural significance of the place. It is a statement summarising each aspect of significance, following an assessment of significance. It underpins decisions about statutory protection and conservation. **Streetscape** means the collective elements that contribute to a street, including architectural styles, front yards, car parking structures and access, infrastructure, footpaths, signage, street trees and landscaping and fencing and front boundary treatments	***Place*** *– means, as defined by the Heritage Act 2018, a defined or readily identifiable area of land and may include any of the following things that are in, on or over the land:* *(a) archaeological remains;* *(b) buildings, structures, other built forms, and their surrounds;* *(c) equipment, furniture, fittings and other objects (whether fixed or not) that are historically or physically associated or connected with the land;* *(d) gardens and man-made parks or sites;* *(e) a tree or group of trees (whether planted or naturally occurring) in, or adjacent to, a man-made setting.* ***Sympathetic*** *– A design outcome that respects the heritage context of a place or streetscape. It does not replicate historic buildings, nor dominate or intrude upon neighbouring contributory places, and is generally of a similar or lesser scale and proportion.*	
Development standards	1.1 Applications for development that comply with the relevant Deemed to Comply provisions and Local Housing Objectives are considered to meet the objectives of this Policy. 1.2 Applications for development that seek departure from the Deemed to Comply provisions may be deemed to be acceptable where: 1.2.1 the applicant applies for assessment, and provides adequate justification, against the relevant Design Principles of the R-Codes, Design Objectives, Local Housing Objectives, objectives of this Policy and the Scheme; and 1.2.2 the application obtains the support of the City's Design Review Panel where the City determines it to be necessary. 1.3 The City will assess and determine at its discretion that the same or better outcome will be achieved than would have been provided by the Deemed to Comply criteria. 1.4 Applications for development shall include a contextual elevation showing the elevation of the proposed development and the existing development on the adjoining properties either side pursuant to Schedule 2, Part 8, Clause 63(1)(d) of the Regulations.	Delete	This has been incorporated into the Scope to provide greater clarity and has been deleted to reduce duplication.
Designating Heritage Areas	2.1 The City may consider designating a heritage area in accordance with Part 3 of Schedule 2 of the Regulations in the following instances: 2.1.1 Where a nomination has been received for a character area in accordance with Local Planning Policy: Character Area Guidelines and the City is satisfied the area is suitably qualified to be designated as a heritage area following a heritage assessment. 2.1.2 Where the City has undertaken a heritage assessment of any area and is satisfied it is suitably qualified to be designated as a heritage area following a heritage assessment.	**Reworded and combined** *1. The designation of Heritage Areas will be considered by the City in accordance with Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Area.*	This combines clauses 2.1 and 2.1.1 as this is covered by Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Area. This reduces complexity and duplication where this process is already covered within a separate policy.

Local Planning Policy: Heritage Area Guidelines – Schedule of Modifications

<table>
<tr>
<td></td>
<td>2.1.3 If an area qualifies as a heritage area, the City will consult with affected landowners on the designation prior to making a recommendation to Council on whether to proceed in accordance with Part 3 of Schedule 2 of the Regulations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Development Provisions</td>
<td>N/A</td>
<td>Added
The following provisions apply to all Heritage Areas and are to be considered alongside the specific provisions for each individual Heritage Area

1. Demolition
This applies to the removal of structures that results in materialistic changes to the property
<table>
<tr><th>Local Housing Objectives</th><th>Acceptable Outcome</th></tr>
<tr><td>O1.1 The retention of structures and/or facades associated with a contributory place is not possible due structural integrity and safety in accordance with an assessment by a qualified structural engineer with heritage experience supported by a Heritage Impact Statement prepared by a qualified heritage consultant.

O1.2 Demolition of structures provides for the conservation and enhancement of the Heritage Area.</td><td>C1.1 All contributory places should be retained (refer to Figure 1).</td></tr>
</table>
2. Conservation
<table>
<tr><th>Local Housing Objectives</th><th>Acceptable Outcome</th></tr>
<tr><td>O2.1 All contributory places retain their original or most significant stage of appearance and any restoration work to match that appearance is based on photographic, archival and physical evidence.</td><td>No applicable acceptable outcome.</td></tr>
</table>
3. Subdivision
<table>
<tr><th>Local Housing Objectives</th><th>Acceptable Outcome</th></tr>
<tr><td>O7.1 Subdivision and Amalgamation should maintain the consistency and regularity of lot sizes on the street and should not affect</td><td>No applicable acceptable outcome.</td></tr>
</table>
</td>
<td>General Policy provisions have been included to minimise the duplication of the same provision being in each Heritage Area Guideline and improve readability.

There is no change to the original intended outcome of the Policy.

The demolition acceptable outcome has been based on all of the existing Heritage Area's clauses that seek for existing dwellings to be retained. The local housing objectives is adopted from the Brookman and Moir Street Heritage Area Guidelines as it provides guidance on instances when demolition may be appropriate.

The conservation local housing objective has been based on the Brookman and Mour Streets Heritage Area Guidelines as it addresses minor worths where larger development is occurring but there still may be an impact to the appearance of a contributory place.

The subdivision local housing objective has been taken from Lacey Street Character Area Guidelines and applied to whole Heritage Areas. This is to ensure the consideration of how subdivision of properties will maintain the streetscape.</td>
</tr>
</table>

Local Planning Policy: Heritage Area Guidelines – Schedule of Modifications

		the setting and visual prominence of contributory places in the area. *O7.2 Original lot sizes remain apparent in the Heritage Area.* *O7.3 Subdivision or amalgamation of lots should not increase the number of crossovers for the original.*		

Local Planning Policy: Heritage Area Guidelines – Schedule of Modifications

Appendix 1 - Harley Street Heritage Area Guidelines			
Element	**Existing Heritage Area Guidelines**	**Amended Heritage Area Guidelines**	**Administration Comments**
Purpose	*These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Harley Street, while allowing for new development that meets the changing needs of the community.* *The guidelines:* *1. Provide a comprehensive basis for the control of all development within Harley Street including new development and additions/alterations to existing development;* *2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R-Codes.*	Delete	The purpose has been deleted as it is now included under the purpose under Part 1 – Preliminary.
Record of Places of Heritage Significance	A table provides a list of properties within the Heritage Area and details: • Property Address, • Constructed (circa) • Architectural Style • Level of significance	A map has been added to distinguish contributory places and non-contributory places.	The 'constructed (circa)' and 'architectural style' details have been removed as these are best placed for inclusion within the Place Records Form that are included within the Local Heritage Survey. The table has also been reformatted for readability and consistency with DPLH's Guidelines for Heritage Areas.
Statement of significance	*Harley Street has moderate aesthetic value through its dominant display of single storey residences constructed in the Federation style of architecture. Harley Street has moderate historic value as an almost complete example of a 19th century streetscape, with the residences that were predominantly built in the late1890s - 1910s. It provides a good and rare historic record of the accommodation of people in this period.* *Harley Street demonstrates a unified and cohesive physical form in the public realm. The overall form, style, height, setback and selection of materials of the historic dwellings contribute to the uniformity of the streetscapes, providing a coherent character with varied levels of intactness.* *Harley Street contains a good representation of the wide variety of building design applied to the inner city residential areas during the Gold Rush period of 1891 to 1919. This includes substantial single residential dwellings with individual architectural detail, modest single residential dwellings, semi- detached and terraced dwellings. All these styles are represented in Harley Street, and although alterations have been undertaken to some of the dwellings, and some new replacement development has occurred in the 1980s, the streetscape is largely consistent with the styles of the Gold Boom period and construction applied during this time.* *Overall, Harley Street is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest single storey dwellings constructed in the Federation period of architecture.*	**Reworded** *Harley Street has moderate aesthetic value through its dominant display of single storey residences constructed in the Federation styles of architecture.* *Harley Street demonstrates a unified and cohesive physical form in the public realm. The overall form, style, height, setback and selection of materials of the historic dwellings contribute to the uniformity of the streetscapes, providing a coherent character.* *Harley Street contains a good representation of the wide variety of building design applied to the inner city residential areas during the Gold Rush period of 1891 to 1919. This includes substantial single residential dwellings with individual architectural detail, modest single residential dwellings, semi-detached and terraced dwellings.* *Harley Street has moderate historic value as an almost complete example of a 19th century streetscape, with the residences that were predominantly built in the late 1890s-1910s. It provides a good and rare historic record of the accommodation of people in this period.* *Overall, Harley Street is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest single storey dwellings constructed in the Federation period of architecture.*	This has been updated to reflect the new statement of significance in accordance with the City's Local Heritage Survey.
Objectives	• *Retention and conservation of the original Federation style dwellings;* • *Protection and enhancement of existing streetscape character;* • *Retention of the visual character of late nineteenth to early twentieth century residential development;* • *Encourage a high standard of architectural and sustainable design solutions for additions to existing development and new development;*	**Reworded** • *Retain and conserve the architectural style that is reflective of the nineteenth to early twentieth century residential development.* • *Ensure facades incorporate design elements that reflect the original features of contributing places and the prevailing streetscape.* • *Ensure development is sympathetic to the form and rhythm of the streetscape by maintaining the single-storey appearance visible from the street and by respecting the*	The revised objectives have been simplified to improve legibility and application while maintaining the purpose. The intent of the original objectives remain.

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	• *Additions to existing development and new development is appropriately set back so as to maintain the visual prominence of the single storey streetscape when viewed from Harley Street;*
	• *New development is to respond appropriately to the surrounding street context through:*
	  ○ *consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;*
	  ○ *built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings;*
	• *The reinstatement and reconstruction of missing design elements to original building facades such a timber verandahs, decorative timber gables and the removal of render from original brickwork; and site features such as landscaping and front fences;*
	• *Maintain the absence of and promote the removal of visually intrusive car storage structures and spaces and vehicular crossovers to the primary streetscape; and*
	• *Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.*
			prevailing street and lot boundary setbacks of contributing places.
			• *Maintain an open and unobstructed streetscape by avoiding visually intrusive car parking structures and spaces, dominance of vehicle crossovers, and by ensuring front boundary fences are low and visually permeable.*	

Existing Local Planning Policy: Heritage Area Guidelines		**Amended Local Planning Policy: Heritage Area Guidelines**		**Administration Comment**
		Building Height		
DTC	*Minimum building height fronting primary street: 3m*	A1.1	**Clause reworded** *Any ground floor portion of a building facing the primary street should have a minimum building height of 3m.*	Existing standard reworded for greater clarity and would achieve the desired streetscape outcome.
DTC	*Maximum building height:* *Maximum height of a dwelling is 2 storeys and comply with the following measurements* *Top of external wall (roof above) :7m* *Top of external wall (concealed roof): 8m* *Top of pitched roof: 10m*	A1.2	**Clause reworded** *Building heights should not exceed 2 storeys, and should meet the following:* ***Concealed or Skillion Roof*** / ***Pitched, hipped or gabled roof*** ***Maximum building height*** / ***Maximum wall height*** / ***Maximum total building height*** *8m* / *7m* / *10m*	Existing standard reworded for greater clarity and would achieve the desired streetscape outcome.
DTC	*Loft additions will be contained wholly within the roof space and where no visible change is made to the dwelling's appearance from the street.*	A1.3	**Clause reworded** *Loft additions are contained wholly within the existing roof space of the dwelling.* *Notes:* • *The plate heights on Harley Street are typically around 40 courses, usually starting above limestone footings equal to the internal floor level.* • *The addition of front facing dormer windows and gables to lofts will cause lofts to be assessed as a storey for the purpose of this policy.*	Existing standard reworded for greater clarity and would achieve the desired streetscape outcome.
DTC	*The addition of front facing dormer windows and gables to lofts will cause lofts to be assessed as a storey for the purpose of this policy.*	N/A	Delete	Included as a note for A1.3 as it provides guidance and is not a deemed-to-comply standard.
LHO	*Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions.*	O1.1	**Objective reworded** *Development does not visually dominate the streetscape, contains similar features of adjoining properties and maintains a single storey appearance as viewed from the street.*	Existing Local Housing Objectives reworded for greater clarity and would achieve the desired streetscape outcome.
LHO	*The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.* *Note: The plate heights on Harley Street are typically around 40 courses, usually starting above limestone footings equal to the internal floor level.*	O1.2	**Objective reworded** *The wall height of development visible from the street is sympathetic to the typical wall height of the streetscape to maintain the rhythm and character.*	Existing Local Housing Objectives reworded for greater clarity and would achieve the desired streetscape outcome.
		Street Setbacks		

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DTC	*Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development.*	A2.1	**Clause reworded and combined** *Buildings have a ground floor set back from the primary street boundary based on the average setback of the two adjoining dwellings that front the same primary street (Figure 1).*	The existing provisions are duplicated and have been combined into A2.1. Reworded to provide greater clarity and simplicity and would achieve the desired streetscape outcome.
DTC	*Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development.*			
DTC	*First floor development shall not be located within 10 meters of the primary street boundary; or* *First floor development shall not be visible from Harley Street when measured in accordance with 'Figure 2 – Line of Sight'.*	A2.2 O2.1	**Clause reworded** *Walls above the ground floor should be set back 10m from the primary street.* **Objective reworded** *Walls above the ground floor should be adequately set back to maintain the predominant single storey appearance of the streetscape (Figure 2).*	Reworded to provide greater clarity and simplicity and would achieve the desired streetscape outcome. The reference to the line of sight is a performance design outcome and is best suited as an objective. This has also been reworded to provide greater clarity and would achieve the desired streetscape outcome.
LHO	*Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties or the predominant streetscape character.*	O2.2	**Objective reworded** *Development has a primary street setback that does not detract from the existing rhythm of the streetscape.*	Reworded to provide greater clarity and simplicity and would achieve the desired streetscape outcome.
LHO	*First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.*	N/A	Delete	O2.1 incorporates the intended outcome of this existing objective and avoids duplication.
DTC	*Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available.*	N/A	Delete	This is covered by the existing deemed-to-comply standards of C3.7.2 of the R Codes Part C which requires vehicle access from a right-of-way in the first instance where available.
LHO	*Maintain the absence of visually intrusive car storage facilities within the streetscape*	O2.3	**Objective reworded** *Residential parking and associated structures are located and designed as to minimise their visibility from the street and not obstruct the predominant character elements of the dwelling.*	Reworded for greater clarity and would achieve the desired streetscape outcome.
			Lot boundary setbacks	
LHO	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.	O3.1	**Objective reworded** *Development reduces the impact of building bulk on adjoining properties by maintaining lot boundary setbacks consistent with adjoining properties or the prevailing streetscape context.*	Reworded to provide greater clarity and simplicity and would achieve the desired streetscape outcome.
			Access	
LHO	No crossovers to Harley Street unless the property has no other vehicular access opportunities.	N/A	Delete	Clause 3.7.1 of the R-Codes Part C requires access to be provided from laneways in this first instance.
			Streetscape	
DTC	*Ensure a front verandah is incorporated into the façade of new dwellings (at a minimum of 50% of the width of the front facade) with a useable minimum depth of 1.8 metres.*	A4.2	**Clause reworded** *A front verandah should be incorporated into the façade of new dwellings, with a minimum width of 50% of the façade and a minimum depth of 1.8m.*	Reworded for greater clarity and would achieve the desired streetscape outcome
DTC	*Incorporate habitable rooms to the front of the development with generous openings to provide street engagement and passive surveillance to the street*	N/A	Delete	This is covered by the existing deemed-to-comply standards C3.6.1 of the R-Codes Volume 1 part C which requires a major opening to be provided to the street.
LHO	*Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.*	N/A	Delete	This is covered by the existing Design Principles P3.6.2 of the R-Codes Volume 1 Part C in relation to Streetscape.
DTC	*a. The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level;* *b. The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable;* *c. The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and* *d. Maximum width of piers to be 470mm;* *OR*	A4.3	**Clause amended** *Fences or walls within the primary street setback should:* *a. Be a maximum height of 1.2m above the adjacent footpath level;* *b. Be 40% visually permeable 0.5m above the adjacent footpath level;* *c. Have a maximum solid pillar height of 1.8m above the adjacent footpath and width of 0.47m.* *OR* *d. Be a maximum height of 1.8m above the adjacent footpath level;*	Existing deemed-to-comply standards combined and reworded for greater clarity and would achieve the desired streetscape outcome.

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	e. The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level; *f. The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and* *g. The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level* *OR* *h. Fencing types as illustrated in the diagrams below are permitted. Variations to the examples indicated below may be supported where it can be demonstrated that they are compatible with the existing fence styles in the street.*		*e. Be 80% visually permeable 0.75m above the adjacent footpath level; and* *f. Have a maximum solid pillar height of 2m above the adjacent footpath and width of 0.47m.*	
		O4.4	**Objective introduced** *Fences or walls within the primary street setback area are compatible with the types illustrated in Figure 3.*	The existing deemed-to-comply has been changed to an objective as it relates to applying discretion. O4.1 has been reworded for greater clarity and would achieve the desired streetscape outcome.
LHO	*Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.*	N/A	Delete	This is covered by the R Codes Clause 3.6 P3.6.5 in ensuring street walls and fences allows for passive surveillance to the streetscape.
DTC	*Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 to 45 degree pitches to gables where it can be viewed from the street.*	A4.1	**Clause reworded and combined** *Single houses and grouped dwellings address the street (including a communal street or right-of-way where this is the primary frontage) in accordance with the following:* *i. the primary entrance to each dwelling must be readily identifiable from the street;* *ii. provide at least one major opening on the dwelling frontage with an outlook to the street;* *iii. the floor level matches or is the average of the floor levels of dwelling on either side;* *iv. the roof pitch of ground and upper floors is 30-40 degrees except for gables which are 35-45 degrees; and* *v. Windows have a height 1.6 times their width.* *Note: Floor levels of the original dwellings in Harley Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured*	Existing deemed-to-comply standards combined and reworded for greater clarity and would achieve the desired streetscape outcome.
DTC	*New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling.* *Floor levels of the original dwellings in Harley Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.*			
DTC	*Street facing windows have a height of at least 1.6 times their width.*			
DTC	*Additions to existing buildings will only be supported where they are located behind the original facade and set back so that the existing front building and roof form remains the dominant feature to the street.*	N/A	Delete	This is covered by the existing Design Principles of P3.8.1(ii) of the R Codes Volume 1 in relation to Retaining Existing Dwellings.
LHO	*The roof of a building is to be designed so that it is similar to the existing streetscape character.*	O4.1	**Objective retained**	No changes.
LHO	*New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale, mass and materials are avoided.*	O4.2	**Objective reworded** *Development visible from the street is compatible with and respectful of the predominant character of contributing buildings of the street.*	Existing Local Housing Objective reworded for greater clarity and would achieve the desired streetscape outcome.
LHO	*Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling*	O4.3	**Objective reworded** *Windows facing the street are of a style that reflects the predominant character of the street and the architectural style of the proposed or existing dwelling*	Existing Local Housing Objective reworded for greater clarity and would achieve the desired streetscape outcome.
LHO	*Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the existing dwellings within the street.*	N/A	Delete	This is covered by the existing Design Principles of P3.8.1(ii) of the R Codes Volume 1 in relation to Retaining Existing Dwellings.
Demolition				
DTC	*Applications for development approval that retain the original dwelling are considered acceptable.*	N/A	Delete	These have been included in the General Development Provisions.
LHO	*Applications for development approval should maintain the front façade of a contributing dwelling.*	N/A	Delete	

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Appendix 2 - Janet Street Heritage Area Guidelines			
Element	**Existing standard**	**Proposed standard**	**Administration comments**
Purpose	*These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Janet Street, while allowing for new development that meets the changing needs of the community.* *The guidelines:* *1. Provide a comprehensive basis for the control of all development within Janet Street Heritage Area including new development and additions/alterations to existing development;* *2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R Codes*	Delete	The purpose has been deleted as it is now included under the purpose under Part 1 – Preliminary.
Scope and Contribution of individual places	N/A	**Reworded** *The Janet Street Heritage Area and level of contribution is defined in Map 1.*	The heritage significance details have been removed as these are best placed within the Place Record Form that forms part of the Local Heritage Survey.
Statement of Significance	*Janet Street has moderate aesthetic value through its dominant display of single storey residences constructed in the Federation and Interwar style of architecture. Janet Street has moderate historic value as an almost intact and cohesive example of a 20th century streetscape, with the residences that were predominantly built in the 1920's. It provides a good and rare historic record of the accommodation of people in this period. Janet Street demonstrates a cohesive physical form in the public realm. The overall form, style, height, setback and selection of materials of the historic dwellings contribute to the uniformity of the streetscapes, providing a coherent character with varied levels of intactness*	**Reworded** *The southern side of Janet Street contains a development of fine examples of modest Inter War California Bungalow styled dwellings constructed on narrow lots. As a whole, the southern side of the street presents a strongly cohesive streetscape of simple and robust examples of 1920s architecture.* *The overall form, style, height, setback and selection of materials of the historic dwellings contribute to the uniformity of the streetscape, providing a coherent character with varied levels of intactness.* *The development of the southern side of the street brought about a discussion on the development of dwellings on narrow lots, preferred over the development of semi-detached dwellings.* *The group is associated with builder Frederick Sedgely who purchased the majority of the lots and built the houses as investment properties.* *The group of houses have social value for their demonstration of a simple workers home built in the Inter War period.* *The group of dwellings are valued by the community for their continuity in the streetscape since the 1920s which contributes to the community sense of place*	This has been updated to reflect the new statement of significance in accordance with the City's Local Heritage Survey.
Objectives	• *Retention and conservation of the original Federation style dwellings;* • *Protection and enhancement of the existing streetscape character;* • *Retention of the visual character of late nineteenth to early twentieth century residential development;* • *Encouragement of a high standard of architectural and sustainable design solutions for additions to existing buildings and the development of new buildings;* • *Ensuring additions to existing buildings and new dwellings are appropriately setback so as to maintain the visual prominence of the single storey streetscape when viewed from Janet Street;*	**Reworded** • *Retain and conserve architectural style reflective of the nineteenth to early twentieth century residential development.* • *Ensure facades incorporate design elements that reflect the original features of contributing buildings and the prevailing streetscape.* • *Ensure development is sympathetic to the form and rhythm of the streetscape by maintaining the single-storey appearance visible from the street and by respecting the prevailing street and lot boundary setbacks of contributing buildings.* • *Maintain an open and unobstructed streetscape by avoiding visually intrusive car parking structures, spaces, and vehicle*	The revised objectives have been simplified to improve legibility and application. The intent of the original objectives remain.

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	• *New development is appropriate in scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;* • *The reinstatement and reconstruction of missing design elements to original building facades such a timber verandah, decorative timber gables and the removal of render from original brickwork; and site features such as landscaping and front fences;* • *Maintain the absence of and promote the removal of visually intrusive car storage structures and spaces, and vehicular crossovers to the primary streetscape; and* • *Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.*		*crossovers, and by ensuring front boundary fences are low and visually permeable.*	
Existing Local Planning Policy: Heritage Area Guidelines		**Amended Local Planning Policy: Heritage Area Guidelines**		**Administration Comment**
		Building height		
DTC	Minimum building height fronting primary street: 3m	A1.1	**Clause reworded** *Any ground floor portion of a building facing the primary street should have a minimum building height of 3m.*	Reworded for greater clarity and achieves the desired streetscape outcome.
DTC	Maximum building height: Maximum height of a dwelling is 2 storeys and comply with the following measurements Top of external wall (roof above) :7m Top of external wall (concealed roof): 8m Top of pitched roof: 10m	A1.2	**Clause reworded** *Building heights should not exceed 2 storeys, and should meet the following:* ***Concealed or Skillion Roof*** | ***Pitched, hipped or gabled roof*** ***Maximum building height*** | ***Maximum wall height*** | ***Maximum total building height*** *8m* | *7m* | *10m*	Existing standard reworded for greater clarity and would achieve the desired streetscape outcome.
DTC	Loft additions will be contained wholly within the roof space and where no visible change is made to the dwelling's appearance from the street.	A1.3	**Objective reworded** *Loft additions are contained wholly within the existing roof space of the dwelling.* *Note: The addition of front facing dormer windows and gables to lofts will cause lofts to be assessed as a storey for the purpose of this policy.*	Existing standard reworded for greater clarity and would achieve the desired streetscape outcome.
DTC	The addition of front facing dormer windows and gables to lofts will cause lofts to be assessed as a storey for the purpose of this policy.	N/A	Delete	Included as a note for A1.3 as it provides guidance and is not a deemed-to-comply standard.
LHO	Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions.	O1.1	**Objective reworded** *Development does not visually dominate the streetscape, contains similar features of adjoining properties and maintains a single storey appearance as viewed from the street.*	Existing Local Housing Objectives reworded for greater clarity and would achieve the desired streetscape outcome
LHO	The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.	O1.2	**Objective reworded** *The wall height of development visible from the street is sympathetic to the typical wall height of the streetscape to maintain the rhythm and character.*	Existing Local Housing Objectives reworded for greater clarity and would achieve the desired streetscape outcome
		Street setbacks		
DTC	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development.	A2.1	**Clause reworded** *Buildings have a ground floor set back from the primary street boundary based on the average setback of the two adjoining dwellings that front the same primary street (Figure 1).*	Reworded to provide greater clarity and simplicity and would achieve the desired streetscape.
DTC	First floor development shall not be located within 4 meters of the primary street boundary; or	A2.2	**Clause reworded** *Walls above the ground floor should be set back 4m from the primary street.*	Reworded to provide greater clarity and simplicity and would achieve the desired streetscape.
DTC	First floor development shall not be visible from Janet Street when measured in accordance with 'Figure 2 – Line of Sight'.	O2.1	**Objective added** *Walls above the ground floor should be adequately set back to maintain the predominant single storey appearance of the streetscape (Figure 2).*	The DTC standard is a performance design outcome and is best suited as an objective.

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				This has also been reworded to provide greater clarity. These changes would achieve the desired streetscape outcome.
LHO	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties or the predominant streetscape character.	O2.2	**Objective reworded** *Development has a primary street setback that does not detract from the existing rhythm of the streetscape.*	Reworded to provide greater clarity and simplicity and would achieve the desired streetscape.
LHO	First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.	N/A	Delete	O2.1 incorporates the intended outcome of this existing objective.
DTC	Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available.	N/A	Delete	This is covered by the existing deemed-to-comply standards of C3.7.2 of the R Codes Part C which requires vehicle access from a right-of-way in the first instance where available
DTC	Carports setback 500mm behind the front setback line where access is from the Primary Street.	A2.3	**Clause amended** *Carports and garages should be in line or behind the dwelling alignment.*	A streetscape assessment has identified that carports and garages visible from Janet street are in line or behind the dwelling alignment (building face but excludes verandahs. The development standard has been updated to reflect tor streetscape character.
LHO	Maintain the absence of visually intrusive car storage facilities within the streetscape.	O2.3	**Objective reworded** *Residential parking and associated structures are located and designed as to minimise their visibility from the street and not obstruct the predominant character elements of the dwelling.*	Existing Local Housing Objective reworded for greater clarity and would achieve the desired streetscape outcome.
			Lot boundary setbacks	
LHO	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.	O3.1	**Objective reworded** *Development reduces the impact of building bulk on adjoining properties by maintaining lot boundary setbacks consistent with adjoining properties or the prevailing streetscape context.*	Reworded to provide greater clarity and simplicity and would achieve the desired streetscape.
			Streetscape	
DTC	Ensure a front verandah is incorporated into the façade of new dwellings (at a minimum of 50% of the width of the front facade) with a useable minimum depth of 1.8 metres.	A4.2	**Clause reworded** *A front verandah should be incorporated into the façade of new dwellings, with a minimum width of 50% of the façade and a minimum depth of 1.8m.*	Existing deemed-to-comply standard reworded for greater clarity and would achieve the desired streetscape outcome
DTC	Incorporate habitable rooms to the front of the development with generous openings to provide street engagement and passive surveillance to the street.		Delete	This is covered by the existing deemed-to-comply standards C3.6.1 of the R-Codes Volume 1 part C which requires a major opening to be provided to the street.
LHO	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.		Delete	This is covered by the existing Design Principles P3.6.2 of the R-Codes Volume 1 Part C in relation to Streetscape.
DTC	a. The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level; b. The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable; c. The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and d. Maximum width of piers to be 470mm; OR e. The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level; f. The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and g. The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level	A4.3	**Clause amended** *Fences or walls within the primary street setback should:* *i. Be visually permeable 0.75m above the adjacent footpath level; and* *ii. Have a maximum height of 1.8m above the adjacent footpath level;* *iii. Have a maximum solid pillar height of 2m above the adjacent footpath and width of 0.47m.*	A front fence streetscape assessment shows only two properties contain fencing heights lower than 1.2m and options a – d have been removed as these fencing typologies are no longer represented along the streetscape. The 40% and 80% visually permeable reference has been removed as the R Codes defines visually permeable as being 50%. This would retain an open streetscape and improved relationship between the public and private realm, and consistency with the R Codes.
LHO	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	N/A	Delete	This is covered by the R Codes Clause 3.6 P3.6.5 in ensuring street walls and fences allows for passive surveillance to the streetscape.

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DTC	Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 to 45 degree pitches to gables where it can be viewed from the street.	A4.1	**Clause reworded and combined** *Single houses and grouped dwellings address the street (including a communal street or right-of-way where this is the primary frontage) in accordance with the following:* *i. the primary entrance to each dwelling must be readily identifiable from the street;* *ii. provide at least one major opening on the dwelling frontage with an outlook to the street;* *iii. the floor level matches or is the average of the floor levels of dwelling on either side;* *iv. the roof pitch of ground and upper floors is 30-40 degrees except for gables which are 35-45 degrees; and* *v. Windows have a height 1.6 times their width.* *Note: Floor levels of the original dwellings in Janet Street are raised approximately 300mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.*	Existing deemed-to-comply standards combined and reworded for greater clarity and would achieve the desired streetscape outcome.
DTC	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. Note: Floor levels of the original dwellings in Janet Street are raised approximately 300mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.			
DTC	Street facing windows have a height of at least 1.6 times their width.			
DTC	Additions to existing buildings will only be supported where they are located behind the original facade and set back so that the existing front building and roof form remains the dominant feature to the street.	N/A	Delete	This is covered by the existing Design Principles of P3.8.1(ii) of the R Codes Volume 1 in relation to Retaining Existing Dwellings.
LHO	The roof of a building is to be designed so that it is similar to the existing streetscape character.	O4.1	**Objective retained**	No changes.
LHO	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale, mass and materials are avoided.	O4.2	**Objective reworded** Development visible from the street is compatible with and respectful of the predominant character of contributing buildings of the street.	Existing Local Housing Objective reworded for greater clarity and would achieve the desired streetscape outcome.
LHO	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	O4.3	**Objective reworded** Windows facing the street are of a style that reflects the predominant character of the street and the architectural style of the proposed or existing dwelling.	Existing Local Housing Objective reworded for greater clarity and would achieve the desired streetscape outcome.
LHO	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the existing dwellings within the street.	N/A	Delete	This is covered by the existing Design Principles of P3.8.1(ii) of the R Codes Volume 1 in relation to Retaining Existing Dwellings.
Demolition				
DTC	Applications for development approval that retain the original dwelling are considered acceptable.	N/A	Delete	These have been superseded by the general acceptable outcomes and objectives in the Policy preface.
LHO	Applications for development approval should maintain the front façade of a contributing dwelling.	N/A	Delete	

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Appendix 3 - Brookman and Moir Streets Heritage Area Guidelines			
Element	**Existing standard**	**Proposed standard**	**Administration comments**
Statutory Purpose	*The Brookman and Moir Streets Heritage Area is designated as a heritage area in accordance with Schedule 2, Part 3, Clause 9 (deemed provisions) of the Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations).* *This local planning policy is adopted consistent with Schedule 2, Part 3, Clause 9 (2) of the deemed provisions of the Regulations, which requires a local planning policy for each heritage area. In addition to the minimum requirements outlined in the deemed provisions, this policy identifies the contribution, or otherwise, of all places within the heritage area; and sets out planning controls that support conservation of the identified heritage values of the area.* *Brookman and Moir Streets Heritage Area is also included on the State Register of Heritage Places as it has cultural heritage value at a state level. Under Section 73(1) of the Heritage Act 2018 the City must elect to refer any development proposal to the Heritage Council for advice if it is considered that the proposal has the potential to impact the significance of the place.*	Delete	The purpose has been deleted as it is now included under the purpose under Part 1 – Preliminary.
Purpose	*The primary purpose of these guidelines are to conserve and enhance the heritage significance and cohesive streetscape character of the Brookman and Moir Streets Heritage Area. These guidelines identify those contributory buildings that are to be retained, and that alterations and additions to these buildings are carried out in a way which respects the integrity and aesthetic value of the streetscape, whilst also illustrating innovative architectural and sustainable design excellence.*	Delete	The purpose has been deleted as it is now included under the purpose under Part 1 – Preliminary.
Objectives	• *retain, conserve, and protect the cultural heritage significance of the Brookman and Moir Streets Heritage Area as identified by its entry on the State Register of Heritage Places and as a designated heritage area protected under the City's Local Planning Scheme No. 2.* • *ensure that additions to existing heritage places do not adversely impact the significance of the area, the contributory buildings, or neighbouring heritage places;* • *ensure that future development is sympathetic to the existing built form, context of the streetscape, roof form, and public domain in all elements of design;* • *maintain and improve existing street vegetation and front gardens in a manner that conserves the significance;* • *ensure front fences, if required, are low height or open style and are consistent with the precinct in terms of materiality and colour; and* • *encourage a high standard of architectural and sustainable building design for alterations to contributory buildings.*	**Reworded** • *Maintain and improve existing street vegetation and front gardens in a manner that conserves the significance;* • *Ensure front fences, if required, are low height or open style and are consistent with the Heritage Area in terms of materiality and colour; and* • *Encourage a high standard of architectural and sustainable building design for alterations to contributory buildings.* • *Ensure streetscape presentation of contributory places reflect their original appearance either by preservation or restoration back to the original aesthetic.*	The existing first objective's reference to the State Register does not contribute to an assessment of a development application. Reference to the State Register is now made in the Statement of Significance. The first three original objectives which intend on protecting heritage and the streetscape interface are covered by the general Policy objectives and have been deleted. No changes to the remaining objectives.
Scope and contribution of individual places	*These guidelines apply to all proposals for development within the Brookman and Moir Streets Heritage Area, as shown on Map 1.*	**Reworded** *The Brookman and Moir Street Heritage Area and level of contribution is defined in Map 1.*	Reworded for readability and simplicity.

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Relationship to the planning framework	*These guidelines are made pursuant to Schedule 2, Part 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations) and Clause 3.2.3(a) of State Planning Policy 7.3 Residential Design Codes Volume 1 (R-Codes).* *These guideline forms part of the City of Vincent's (City) local planning policy framework. Including but not limited to, the City's Local Planning Policy 7.1.1 Built Form (Built Form Policy) and Local Planning Policy 7.6.1 Heritage Management – Development Guidelines for Heritage and Adjacent Properties (LPP 7.6.1). Where these guidelines are inconsistent with the City's Local Planning Scheme No.2 (Scheme), the Scheme prevails.* *Where inconsistency exists between this policy and a state planning policy or another local planning policy, this policy prevails to the extent of the inconsistency.* *This is a performance-based policy. Applications for development approval need to demonstrate that the design achieves the objectives of each element. While addressing the deemed-to-comply criteria is likely to achieve the objectives of these guidelines, they do not provide automatic approval and the proposal will be assessed in the context of the entire design solution to ensure the objectives are achieved. Any application will require assessment against LPP 7.6.1 and the objectives of these guidelines. Should development not satisfy the deemed-to-comply requirements, it will require a performance assessment against the relevant local housing objectives of these guidelines, the local housing objectives of the Built Form Policy, design principles of the R-Codes as well as the policy objectives of LPP 7.6.1.*	Delete	This has been covered in the preface of the Policy as it is applicable to all Heritage Areas. It can be removed from this section.
Works not requiring development approval	*1. Building maintenance that does not involve:* *i. the removal of, or damage to, the existing fabric of the building; or* *ii. the use of new materials.* *2. Gardening or landscape maintenance that does not involve a major alteration of the layout, contours, structures, significant plant species or other significant features on the land.* *3. Repairs, including replacing missing or deteriorated fabric with like for like fabric, that does not involve the removal of, or damage to, the significant fabric of the building.* *4. Repainting of the surface of a building:* *i. in the same colour scheme and paint type if they are appropriate to the substrate and do not endanger the survival of earlier paint layers; and* *ii. without disturbing or removing an earlier paint layer unless it is chalking, flaking or peeling.* *5. Signage that:* *i. is temporary and does not have a deleterious effect on the fabric of a building; and*	Delete	This text duplicates that provided in the City's Local Planning Policy: Development Guidelines for Heritage Places, and should be removed. Reference to this City's Local Planning Policy: Development Guidelines for Heritage Places has been included in the Policy preface.

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	ii. advertises that a place is for sale or lease but does not remain on the place for more than 10 days after the place is sold or leased. *Replacement of utility services using existing routes or voids that does not involve the removal of, or damage to, the fabric of the building.* *Applicants are encouraged to speak to the City's Development and Design team should they believe that their works are exempt from requiring development approval.*		
Definitions	Refer to existing Policy.	Delete	Definitions should be applied constantly amongst Heritage Areas and will be combined as an appendix to the Policy.
Additional requirements for development applications	Refer to existing Policy.	Delete	Some information has been removed as it is provided within the existing Brookman and Moir Information Sheet. The notes have been modified to clearly outline the requirement of the Heritage Act 2018 as the heritage area is state listed.
Explanatory Notes	Refer to existing Policy.	**Notes** *The Brookman and Moir Streets Heritage Area is a State Registered Heritage Place as it has cultural heritage value at a state level. Pursuant to Section 73(1) of the Heritage Act 2018, development applications will be referred to the Heritage Council unless exempt under the Heritage Act 2018.* *Where development approval is not required, it is the responsibility of the landowner to seek any necessary approvals from the Heritage Council pursuant of the Heritage Act 2018.*	

Existing Local Planning Policy: Heritage Area Guidelines		Amended Local Planning Policy: Heritage Area Guidelines		Administration Comment
Demolition				
DTC	*All Contributory Buildings are retained and conserved in accordance with this policy. Refer to Figure 3 for guidance.*	N/A	Delete	These have been superseded by the general acceptable outcomes and objectives in the Policy preface. Providing a Heritage Impact Statement is required through the City's development application checklist process.
DTC	*Demolition of the Contributory Place is not permitted. This includes circumstances where there has been a demonstrable period of neglect leading to deterioration in the building's condition.*			
LHO	*Demolition of the Contributory Place and associated structures to be avoided. In exceptional circumstances where demolition approval is sought the onus rests with the applicant to provide a compelling justification via an assessment by a qualified structural engineer with heritage experience supported by a Heritage Impact Statement prepared by a qualified heritage consultant*			
LHO	*Demolition of non-contributory or intrusive elements to accommodate conservation and enhancement of the Brookman and Moir Heritage Area is encouraged.*			
Conservation of Contributory Places				
C2.1.1	*Replacement roofs on contributory places shall match the original roof form.*	A1.1	**Clause retained**	No change.
C2.1.2	*Rolled-top ridges, timber barge caps (not metal), with ogee gutters and circular down pipes are included when replacing roof details.*	A1.2	**Clause retained**	No change.
C2.1.3	*Television aerials, air conditioning and other fittings may be roof mounted but are not visible from the public domain.*	N/A	Delete	This Clause duplicates Clause 2.5 of the R Codes Part C and can be deleted.
LO2.1.1	*Roof forms that incorporate proportions, materials and design elements that respect and reference the character of the precinct.*	O1.1	**Objective reworded** *Roof forms incorporate proportions, materials and design elements that respect and reference the character of the Heritage Area.*	Reference made to the 'Heritage Area' rather than 'precinct'.
C2.2.1	*Original features are retained and conserved. Previously unpainted surfaces must not be painted.*	A1.3	**Clause retained**	No change.

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C2.2.2	*The streetscape presentation of contributory places reflects their original appearance either by preservation or restoration back to the original aesthetic.*	N/A	Delete.	The standard is high level and has been made into an objective.
LO2.2.1	*Building façades that incorporate proportions, materials and design elements that respect and reference the character of the precinct.*	O1.2	**Objective reworded** *Building façades incorporate proportions, materials and design elements that respect and reference the character of the Heritage Area*	Reference made to the 'Heritage Area' rather than 'precinct'.
C2.3.1	*The open verandahs and decorative features must be retained and conserved in their original form where they still exist. Material that is damaged beyond conservation is reconstructed correctly to original detail.*	A1.4	**Clause retained**	No change.
LO2.3.1	*Front verandahs are retained and conserved to match the original appearance.*	O1.3	**Objective reworded** *Front verandahs are sympathetic to the original appearance by way of scale, materials and colour.*	Reworded for greater clarity and simplicity, and would achieve the desired streetscape outcome.
C2.4.1	*All original timber window features, including single pane double hung sashes and sun hoods are retained.*	A1.5	**Clause retained**	No change.
C2.4.2	*Development does not propose enlargement of openings and the use of aluminium window frames.*	A1.6	**Clause reworded** *The size of windows and use of aluminium window frames should be maintained.*	Reworded for greater clarity but retains intent.
LO2.4.1	*Windows are retained and conserved to match the original appearance.*	O1.4	**Objective reworded** *Windows are sympathetic to the original appearance of the dwelling with respect to size, materials and design.*	This is covered by A1.5 and A1.6. The objective has been reworded to provide guidance for discretion.
C2.5.1	*Development does not propose enlargement of openings and the use of aluminium window frames*	N/A	Delete	Covered by A1.5 and A1.6.
LO2.2.1	*Building façades incorporate proportions, materials and design elements that respect and reference the character of the precinct.*	N/A	Delete	This objective duplicates LO2.2.1 under external walls.
C2.6.1	*All original brick chimneys are retained except those located on the rear skillion addition.*	A1.7	**Clause retained**	No change.
LO2.6.1	*Chimneys are retained and conserved to match the original appearance.*	O1.5	**Objective reworded** *Chimneys are sympathetic to their original appearance with respect to scale, materials and colour.*	Reworded for readability and does not change the built form outcome.
C2.7.1	*All original decorative details are retained or reconstructed correctly to detail.*	A1.8	**Clause retained**	No change.
LO2.7.1	*Decorative details are retained and conserved to match the original appearance.*	O1.6	**Objective reworded** *Decorative details do not deviate from the original appearance with respect to scale, materials and colour.*	Reworded for readability and does not change the built form outcome.
			Street setbacks	
C3.2	*Additions shall be setback from main roofline of the contributing building as so they are not visible from the public domain view of Brookman and Moir Streets.*	A2.1	**Clause amended** *Buildings have a ground floor set back from the primary street boundary based on the average setback of the two adjoining dwellings that front the same primary street (Figure 2).*	Provides greater clarification on the expected street setback and will achieve the desired streetscape outcome.
		A2.2	**Clause added** *Additions above the ground floor should be located behind the existing* ***building's apex of the ridge height*** *so they are not directly visible from the street (Figure 3).*	Reworded for simplicity and would achieve the desired streetscape outcome.
		A2.3	**Clause added** *Where there is no existing building, upper floors should be located to maintain a predominant single storey appearance of the streetscape when viewed directly from the public realm (Figure 4).*	Seeks to maintain the single storey appearance of the streetscape for new buildings where there is no existing building.
			Lot boundary setbacks	
C3.5	*Side setbacks shall not encroach into the setback established by the contributory building.*	A3.1	**Clause reworded** *Additions should not encroach into the side lot boundary setback area beyond the existing building of a contributory place.*	Reworded for simplicity and would achieve the desired streetscape outcome.
N/A	N/A	O3.1	**Objective added** *Additions are placed as to not be directly visible from the public realm.*	The new local housing objective provides guidance in maintaining the streetscape in relation to additions.
			Building height	
N/A	N/A	A4.1	**Clause added** *Building heights should not exceed 2 storeys, and should not exceed the ridge height of the original building.*	The Brookman and Moir Street Guidelines do not include building height standards and these default to the Built Form Policy, which sets a standard of two storeys.

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				The inclusion of building height standards is consistent with the current standards of the Built Form Policy and would maintain the desired streetscape. This would also ensure that if the WAPC does not approve the building heights in the Built Form Policy, there would not be an increase to building height in this Heritage Guidelines in the event the heights under the R Codes are increased.
C3.3	*The wall height of ground floor addition shall not exceed the wall height of the contributory place.*	A4.2	**Clause reworded** *The height of ground floor walls should match the existing contributing place's wall height, or where no contributing place exists, the typical street's single storey wall height.*	Reworded for readability and does not change the built form outcome.
C3.4	*The height of second storey additions shall not exceed the maximum ridge height of the contributory place.*	A4.3	**Clause reworded** *Additions above the ground floor should not exceed the ridge height of the original building.*	Reworded for readability and does not change the built form outcome.
LO3.1	*Additions respect the predominant scale (height and bulk) of the contributory building and the heritage area and do not have an adverse visual impact on it.*	O4.1	**Objective retained**	No change.
			Setback of carports and garages	
C5.2	*Car parking and associated structures are not permitted in the front setback area.*	A5.1	**Clause reworded** *Car parking spaces and associated structures should be located outside the street setback area.*	Reworded for readability and does not change the built form outcome.
			Streetscape	
C3.1	*Additions should be of a contemporary design that do not mimic the heritage fabric of the contributory building and wider heritage area.*	A6.1	**Clause amended** *Additions should not be directly visible from the street and be of a contemporary design that do not mimic the heritage fabric of the contributory place and wider Heritage Area.*	The clause has been amended to provide further guidance in maintaining the existing streetscape.
N/A	N/A	A6.2	**Clause added** *Where upper floors visible from the street from an oblique view, they should be sympathetic to the existing building by articulation, materials and colours, windows and roof design.*	This clause has been added as the existing Policy is silent on when upper floor additions are visible from the street when viewed from an oblique view.
C3.6	*Additions to corner lots are to be visually and physically separated from the contributory building as to reduce visual impact to the heritage significance of the place.*	A6.3	**Clause retained**	No change.
LO3.2	*Additions preserve and enhance the visual character of existing cultural heritage streetscape by considering the form, colours and materiality of the contributory building.*	O6.1	**Objective retained**	No change.
C4.1	*Front fences shall be solid up to 0.75m and visually permeable above to a maximum fence height of 1.2m.*	A6.4	**Clause amended** *Fences or walls within the primary street setback area should:* *Brookman Street:* *i. Be visually permeable above 0.75m in height; and* *ii. Have a maximum height of 1.2m.* *Moir Street:* *i. Be visually permeable above 0.75m in height; and* ii. *Have a maximum height of 1.4m.*	A front fence streetscape assessment has been undertaken and found that fencing on Moir Street and shows that 75% of properties with fencing are greater than 1.2 metres in height, with an average height of 1.4 metres. The clause for fencing heights for Moir Street has been amended as it no longer reflects the streetscape. No change is proposed to Brookman Street.
C4.2	*Visually permeable secondary street (Forbes Street and Robinson Avenue) fences are to have a maximum height of 1.8m*	A6.5	**Clause reworded** *Where Forbes Street and Robinson Street are secondary streets, fencing should be visually permeable and not exceed 1.8m in height.*	Reworded for readability and does not change the built form outcome.
C4.3	*Street fencing fronting Wellman Street can be solid to a height of 1.8m*	A6.6	**Clause reworded** *Where Wellman Street is the street frontage, fencing should not exceed 1.8m in height.*	Reworded for readability and does not change the built form outcome.
LO4.1	*Unless documentary or physical evidence is available, fences should be identifiable as new but also sympathetic to the cultural heritage significance of the precinct.*	O6.2	**Objective reworded**	Reworded for readability and does not change the built form outcome.

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			Unless documentary or physical evidence is available, fences should be identifiable as new but also sympathetic to the cultural heritage significance of the Heritage Area.	
LO4.2	*Fences in the front setback which maintain views of the heritage dwellings.*	N/A	Delete	This is covered under the Clause 5.2.5 P5 of the R Codes Part B.
LO4.3	*Any landscaping in the front setback area should not obscure the facade of the contributory building.*	O6.3	**Objective reworded** *Any landscaping in the front setback area should not obscure the facade of the existing building.*	Reworded for readability and does not change the built form outcome.
			Parking	
C5.1	*There is no minimum number of on-site car parking spaces required to be provided.*	O7.1	**Objective retained**	No change.
C5.3	*Vehicle access shall be located as follows:* *a. for the street block between Brookman Street and Wellman Street, vehicle access to a garage or carport shall be obtained from Wellman street;* *b. for the portion of the heritage area bounded by Moir Street and Lake Street, vehicle access to a garage or carport shall be obtained by the rear right of way;* *c. for the street block between Brookman Street and Moir Street, corner lots shall obtain vehicle access to a carport from Forbes Road or Robinson Avenue.*	N/A	**Clause retained**	No change.
C5.4	*Car parking infrastructure shall not involve the demolition of the original water closet.*	N/A	Delete	The demolition of water closets require development approval and will be considered whether the proposal relates to car parking infrastructure or not. The Statement of Significance does not identify water closets as specific built form and C5.4 is considered unnecessary.
LO5.1	*To ensure that car parking infrastructure, does not have an adverse impact on the cultural significance of the Brookman and Moir Streets Heritage Area.*	O7.2	**Objective retained**	No change.

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Appendix 4 - Lacey Street Heritage Area Guidelines			
Element	**Existing Character Area Guidelines Standard**	**Proposed Amended Heritage Area Guideline Standard**	**Administration comments**
Introduction	*The Lacey Street Character Area (Character Area) is recognised for making a positive contribution towards the built character of the City of Vincent (City). The Lacey Street Character Area Guidelines (Guidelines) identify the unique characteristics of the Character Area and provide guidance for future development. The Guidelines are to be applied to development where the dwelling is fronting the primary street being numbers 226 Stirling Street, 5 – 32 Lacey Street, 25 and 33 Brisbane Street, 72 and 84 Brewer Street (refer to adjacent map).*	Delete	This section has been removed as it is covered under the scope and contribution of individual places. This aligns with the adopted format of the Policy.
Objectives	• *retain and conserve original dwellings;* • *provide design guidance to ensure new development and alterations and additions to existing buildings conserve and enhance the character significance of the character area whilst not adversely affecting the significance of neighbouring dwellings;* • *retain the uniformity in lot sizes to ensure the rhythm of the traditional streetscape is not eroded;* • *maintaining the absence of interruptions to the streetscape by restricting car storage and driveways in the front setback;* • *ensure front fences, if required, are low height or open style and are consistent with the precinct in terms of materiality and colour; and* • *encourage a high standard of architectural and sustainable building design for new development and alterations to contributory buildings.*	**Amended** • *Maintain a consistent street frontage by promoting the construction of front fences where missing, and ensure new front fences are low height or open style and are consistent with the Heritage Area in terms of materiality and colour.* • *Maintain the absence of interruptions to the streetscape by restricting car parking facilities and driveways in the front setback area and encourage the removal of visually intrusive car parking structures.* • *Retain the uniformity in lot sizes to ensure the rhythm of the traditional streetscape is not eroded.* • *Encourage a high standard of architectural and sustainable building design for new development and additions to contributory places.*	The revised objectives have been simplified to improve legibility and application. Existing objective five was modified to encourage the construction of new front fencing to reestablish a consistent streetscape. Existing objective four was modified to include the encouragement to remove visually intrusive car parking structure based on DRP advice. This is to ensure that the streetscape is maintained and views to houses are not obstructed. The first two original objectives are covered by the general objectives of the Policy.
Statement of Character *Note: Changed to Statement of Significance*	*Located in Perth, Lacey Street was subdivided in the late 1890s as a residential area and to date, maintains its original housing stock constructed between 1900 and 1920. The use of some buildings differ from their original residential intention. The street however, maintains a residential amenity and appearance.* *The key characteristics of Lacey Street are:* • *Narrow road reserve.* • *Uniform front setbacks.* • *Non-parallel side setbacks.* • *Consistent architectural styles.* • *Intact single storey streetscape.* • *Infrequent driveway interruptions to frontages.* • *Uniform lot sizes (average 302m2 , 24.6 metres deep with a 12.3 metre frontage).* • *Majority of properties are unfenced, existing fences are generally low level picket/brick or tubular steel and wire fencing.* • *Generally, well kept front private gardens.* • *Consistent roof forms many with street facing gables.* • *Lack of on-site parking creates a premium for on-street parking.* • *On-street parking prohibits two-way traffic.* • *Setbacks prohibit garages and carports.* • *Gateway properties are inconsistent with the uniformity of Lacey Street properties (No. 25 Brisbane Street, No. 33 Brisbane Street, No. 72 Brewer Street, rear of No. 1/266 Stirling Street, No. 84 Brewer Street and No. 25 Lacey Street).*	**Reworded** *Lacey Street has a distinctive intact and coherent urban character in the public realm that is confined by the roads truncating this short street.* *The heritage character is derived from the modest, single storey suburban houses dating from the Federation era (c.1900-1915). The defined period and nature of development has resulted in a complimentary palette of materials and design idioms.* *The subdivision of this area was undertaken by Edmund Gilyard Lacey, a prominent businessman and property owner in the late 19th century. This subdivision represents the relatively common practice where private owners subdivided land parcels close to the Perth CBD.* *The collection of houses in the study area helps to demonstrate the scale and standard of houses built and occupied by people such as small business owners, clerks and tradesmen in the early twentieth century.* *The study area includes a good representative collection of modest early twentieth century brick houses developed near the Beaufort Street tramway and the Guildford Railway line.*	This has been updated to reflect the new statement of significance in accordance with the City's Local Heritage Survey.
Purpose	*The purpose of these guidelines are to conserve and enhance the significant and distinctive qualities and characteristics of*	Delete	The purpose has been deleted as it is now included under the purpose under Part 1 – Preliminary.

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	Lacey Street Character Area. These guidelines identify those contributory buildings are to be retained and that alterations and additions to these buildings are carried out in a way which respects the integrity and aesthetic value of the streetscape, whilst also illustrating innovative architectural and sustainable design excellence		
Scope and contribution of individual places	*Refer to Local Planning Policy: Character Area Guidelines.*	**Reworded** *The Lacey Street Heritage Area and level of contribution is defined in Map 1.*	Modified for readability and simplicity.
Additional requirements for development applications	*Applications for development approval within the Character Area are to communicate the development proposition in its context, and be accompanied by:* • *an Urban Design Study for any development within the public domain view; and* • *elevations showing the proposed development and all existing development on each lot immediately adjoining the land subject to the application.* *An application for development approval within the public domain view may be referred to the City's Design Review Panel for advice regarding the proposal. The City may also elect to obtain independent advice to assist in the development application process.*	Delete	This information sits best in an information sheet and/or checklist which is being developed by the City to provide further guidance.
Intent	Refer for Local Planning Policy: Character Area Guidelines	Delete	The intent of each provision is best addressed through the information sheet and have been removed.

Existing Local Planning Policy: Character Area Guidelines		**Amended Local Planning Policy: Heritage Area Guidelines**		**Administration Comment**
Demolition				
C1.1 O1.1	*Front two rooms of a Contributory Place are to be retained.* *There is a presumption against demolition of a Contributory Place. In circumstances where demolition approval is sought the onus rests with the applicant to provide a compelling justification for it.*	N/A	Delete	These have been superseded by the general acceptable outcomes and objectives in the Policy preface.
Building height				
C3.2.1	*Development is not to exceed two storeys in height on lots identified as a contributory place.*	A1.1	**Clause amended** *Building heights should not exceed 2 storeys, and should meet the following:* ***Concealed or Skillion Roof*** / ***Pitched, hipped or gabled roof*** ***Maximum building height*** / ***Maximum wall height*** / ***Maximum total building height*** *8m* / *7m* / *10m*	The R-Codes applies a maximum building height of four storeys which would adversely impact the locality. A two-storey maximum building height acceptable outcome has been applied to all buildings within the Heritage Area. This is to ensure that development of non-contributory buildings do not adversely impact the amenity of the streetscape and adjoining properties.
C3.2.2	*New development is to respect the dominant single storey building height in the street. The height of the dwelling at the front of the dwelling should match the street's typical single storey wall height.*	A1.2	**Clause reworded** *The height of ground floor walls should match the existing contributing place's wall height, or where no contributing place exists, the typical street's single storey wall height.*	Reworded to provide greater clarity and achieves the desired streetscape outcome.
O3.2.1	*New development does not visually dominate the streetscape and maintains the single storey streetscape.*	O1.1	**Objective reworded** *Development is not visually intrusive to and maintains the predominant single storey appearance of the streetscape.*	Reworded to provide greater clarity and achieves the desired streetscape outcome.
O3.2.2	*New development reflects the dominant building forms in the street, including roof forms and building proportions, in the new building design*	O1.2	**Objective reworded** *Development reflects the predominant building forms in the heritage area, including roof forms and building proportions.*	Reworded to provide greater clarity and achieves the desired streetscape outcome.
O3.2.3	*Replacement buildings on the gateway sites are sympathetic to the built form and character of Lacey Street.*	N/A	Delete	The Lacey Street Design Guidelines originally identified 6 properties as gateway sites. These sites have been reviewed and, consistent with State Government guidance, are now identified for the level of contribution.

Local Planning Policy: Heritage Area Guidelines – Schedule of Modifications

				Reference to gateway properties is no longer applicable.
			Street Setbacks	
C3.1.1	*The front setback is no less or more than the average setback of the adjoining two dwellings on both sides (Figure 1).*	A2.1	**Clause reworded** *Buildings have a ground floor set back from the primary street boundary that is no greater or lesser than the average setback of the two adjoining dwellings that front the same primary street (Figure 1).*	Reworded to provide greater clarity and achieves the desired streetscape outcome.
C3.1.2	*Above ground level extensions to contributory places should be setback behind the apex of the roof of the retained dwelling, with complimentary roof forms and building massing (see Figures 2 and 3).*	A2.2	**Clause reworded** *Walls above the ground floor should be adequately set back to maintain the predominant single storey appearance of the streetscape (Figure 2).*	Reworded to apply to all sites, provide greater clarity and achieves the desired streetscape outcome. This is based on advice rom the City's Design Review Panel.
N/A	N/A	A2.3	**Clause added** *An unenclosed porch, verandah or the equivalent may (subject to the Building Codes of Australia) project into the primary street setback area to a maximum of half the required primary street setback.*	Allows for the subject structures to be located in front of the dwelling. This will maintain and match the existing streetscape.
C3.1.4	*Garages and carports are located behind the existing setback (Figure 4).*	A2.4	**Clause reworded** *Carports and garages should be located behind the dwelling alignment.*	Reworded to provide greater clarity and achieves the desired streetscape outcome
O3.1.1	*Alterations and additions to existing buildings do not detract from the physical integrity of the streetscape.*	O2.1	**Objective reworded** *Views from the public realm of contributory places are not obscured by adjacent development.*	Reworded to provide greater clarity and achieves the desired streetscape outcome
O3.1.2	*Development maintains the rhythm of dwelling spacing; the consistency of building front setbacks; and an open streetscape.*	O2.2	**Objective reworded** *Buildings are set back from street boundaries to reflect the established character, rhythm and vista of the streetscape.*	Reworded to provide greater clarity and achieves the desired streetscape outcome
O3.1.3	*Those frontages to Lacey Street of non-contributory sites should mass an upper storey as so that it is visually recessive from the sightline of the Lacey Street streetscape.*	O2.3	**Objective reworded** *Development on non-contributory places with a frontage to Lacey Street maintain the continuity with the streetscape with upper floors visually recessed when viewed from the public realm.*	Reworded to provide greater clarity and achieves the desired streetscape outcome
O3.1.4	*Those frontages to Lacey Street of non-contributory sites should be treated in accordance with the intent and principles of these setback requirements to ensure continuity in the rhythm of setbacks in Lacey Street.*	N/A	Delete	This objective is covered the proposed and Clause 3.3 P3.3.3 of the R Codes, which seek for development to reflect the existing streetscape established by street setbacks.
			Lot boundary setbacks	
C3.1.5	*Buildings, including outbuildings, garages and carports are setback from at least one side boundary.*	A3.1	**Clause reworded** *Boundary walls should be built to a maximum of one side lot boundary and be behind the street setback. The boundary wall should be a maximum of two-thirds the length of the lot boundary the wall abuts, measured from behind the street setback line.*	Reworded to provide greater clarity and achieves the desired streetscape outcome
			Streetscape	
C5.1	*Front fences within the front setback area should be solid up to 0.75m and visually permeable above to a maximum of 1.2m.*	A4.1	**Clause retained**	No change.
C7.1	*Materials and colours for new additions should be selected with reference to the prevailing contributory character of the Character Area.*	A4.2	**Clause reworded** *Materials and colours for new additions should be selected with reference to the prevailing contributory character of the Heritage Area.*	Update to reference the Heritage Area rather than the Character Area.
C7.2	*Houses that retain a high proportion of original fabric, or have been conserved and restored, should have traditional colour schemes, preferably based on the evidence of paint scrapes.*	A4.3	**Clause retained**	No change.
C7.3	*Repairs and conservation of contributory places should retain the original materials and colours on a like-for like basis.*	A4.4	**Clause retained**	No change.
O5.1	*Fences maintain and enhance the openness of the streetscape.*	O4.1	**Objective retained**	No change.
			Access	
C6.1	*Driveways are no more than 3 metres wide.*	A5.1	**Clause retained**	No change.
			Trees and landscaping	
O6.1	*Residential amenity is maintained by strengthening the visual connection to front gardens.*	O6.1	**Objective retained**	No change.
O6.2	*Paved areas in front of dwellings are minimised.*	O6.2	**Objective retained**	No change.

Local Planning Policy: Heritage Area Guidelines – Schedule of Modifications

O6.3	*Significant landscaping is retained, and new trees are planted wherever possible.*	O6.3	**Objective retained**	No change.
			Subdivision	
O4.1	*Subdivision and Amalgamation should maintain the consistency and regularity of lot sizes on the street and should affect the setting and visual prominence of contributory places in the area.*	O7.1	**Objective retained**	These objectives have been elevated as general development standards so that this approach applies to all Heritage Areas. This will maintain the desired streetscape of each Heritage Area.
O4.2	*Original lot sizes remain apparent in the Character Area.*	O7.2	**Objective reworded** *Original lot sizes remain apparent in the Heritage Area.*	
O4.3	*Subdivision or amalgamation of lots should not increase the number of crossovers for the original.*	O7.3	**Objective retained**	

6 INFRASTRUCTURE & ENVIRONMENT

6.1 RESPONSE TO PETITION - FARR AVENUE, NORTH PERTH

Attachments:
1. **Petition - Farr Avenue, North Perth - Confidential**
2. **LATM Report - Farr Avenue, North Perth**

RECOMMENDATION:

That in response to a petition received in February 2026 in relation to parking, traffic and amenity concerns on Farr Avenue, COUNCIL:

1. **NOTES the request for parking and traffic management measures on Farr Avenue and the outcomes of the formal traffic assessment completed by Administration;**

2. **SUPPORTS Administration in continuing to monitor Farr Avenue, including heavy vehicle activity and parking behaviour, and to undertake increased enforcement activities where required;**

3. **SUPPORTS Administration in undertaking ongoing communication with staff and patrons of Beatty Park Leisure Centre and Beatty Park Reserve in respect to parking requirements; and**

4. **SUPPORTS Administration in reassessing the location should conditions materially change in the future, in accordance with the City's traffic assessment methodology.**

PURPOSE OF REPORT:

To provide Council with a response to a petition received from residents of Farr Avenue, North Perth, regarding parking congestion, traffic movement and associated amenity concerns adjacent to Beatty Park Leisure Centre and the Beatty Park playground.

DELEGATION:

Council resolved that a further report be submitted to Council. Consequently, this matter is not subject to delegated determination.

BACKGROUND:

In February 2026, Council received a petition from residents of Farr Avenue, North Perth, as detailed within Confidential Attachment 1, containing approximately 10 signatories.

The petition raises concerns regarding:
- Parking congestion associated with Beatty Park Leisure Centre and playground users.
- Traffic movement and perceived safety impacts.
- Heavy vehicle access and manoeuvrability.
- Noise and residential amenity.

The petition requests a range of measures including resident-only parking, one-side parking restrictions, potential one-way traffic arrangements, and increased enforcement.

In response, Administration has undertaken a traffic assessment using the City's Local Area Traffic Management (LATM) methodology, which is guided by Austroads *Guide to Traffic Management – Part 8: Local Street Management.*

DETAILS:

Administration applies a consistent, evidence-based assessment methodology to all traffic concerns raised by the community. This methodology aligns with Austroads *Guide to Traffic Management – Part 8: Local Street Management* which provides guidance on the planning and implementation of Local Area Traffic Management (LATM) schemes for local streets. It primarily focuses on the management and calming of motorised traffic within local streets, rather than higher-order roads such as arterial routes.

In addition to traffic calming, the guidance also emphasises the need to consider all road users, including pedestrians and cyclists. *Part 8* promotes a rational and systematic approach to the development of LATM schemes and provides technical guidance and supporting reference material for practitioners.

The City's proposed LATM framework currently under consideration by Council considers:

- Road classification and function.
- Traffic volumes and operating speeds.
- Crash history and reported incidents through Main Roads WA data.
- Road geometry, sight distance and width.
- Pedestrian and cyclist activity.
- Network impacts and displacement risk.
- Alignment with Austroads LATM principles.

Each location is assigned a warrant score to assist in prioritising locations across the City where traffic management interventions may be warranted.

This approach ensures fairness, transparency and appropriate allocation of limited resources across the road network.

Traffic Data and Warrant Assessment (October 2025)

Key findings from the most recent traffic assessment are detailed within attachment 2 - LATM Report Farr Avenue.

City-Wide Prioritisation Context

When assessed against all current traffic investigations across the City:

- Farr Avenue ranks 381 out of 631 assessed locations.
- This ranks the site in the lower priority range for further investigation or treatment.

As higher-priority locations typically involve a combination of elevated speeds, higher crash rates, or network wide safety risks, Administration focuses its resources on these areas first. Based on current workloads and prioritisation, it is unlikely that this location would be investigated further or progressed to detailed design within the next two to three years, unless there is a material change in conditions (such as a significant crash history or altered traffic environment).

Parking and Amenity Considerations

The concerns raised in the petition primarily relate to parking demand and residential amenity associated with the adjacent Beatty Park Leisure Centre and playground. Observations indicate:

- Increased parking turnover during peak periods.
- Patron preference for on-street parking.
- Early morning and afternoon peak activity.

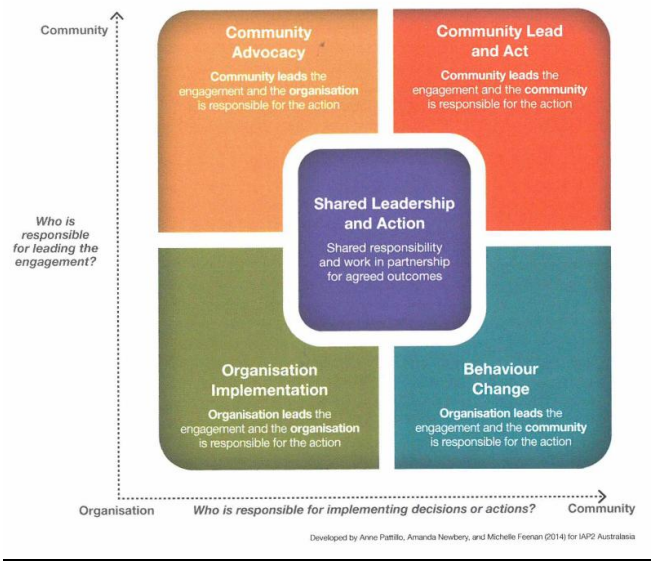
While these conditions can impact residential amenity, they are characteristic of streets located adjacent to public facilities and do not, in isolation, constitute a demonstrated safety risk.

Implementation of one-side parking restrictions or resident-only parking would require:

- Demonstrated safety or operational justification.
- Displacement analysis.
- Community consultation.
- Alignment with the City's Precinct Parking Plans.
- Consideration of precedent across the district.

The Community Facilities Team regularly communicates with Centre and Park patrons (and staff) regarding parking requirements and is pursuing initiatives to maximise parking availability within the Centre car park.

CONSULTATION/ADVERTISING:



Community Advocacy

A community leads to identify, highlight and propose the action required to solve a problem or take an opportunity.

The primary focus is building relationships with, responding to community communication, identifying key issues and opportunities for action, and managing reputational risks

Proactively communicate with advocates to understand their positions and processes

LEGAL/POLICY:

- Road Traffic Code 2000
- Main Roads Act 1930
- Local Government Act 1995

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to receive and consider a petition relating to parking and traffic concerns. Maintaining a consistent, evidence-based approach reduces risk associated with inconsistent or precedent-setting decisions.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Enhanced Environment

Our parks and reserves are maintained, enhanced and are accessible for all members of the community.

Accessible City

We have better integrated all modes of transport and increased services through the City.

Thriving Places

Efficiently managed and maintained City assets in the public realm.

Innovative and Accountable

Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the City's Enhanced Environment Strategy 2025-2030 *as* the action is environmentally neutral.

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the City's *Public Health Plan 2020-2025*:
. Reduced injuries and a safer community

FINANCIAL/BUDGET IMPLICATIONS:

The City has finite resources to address road safety improvements and needs are assessed and addressed based on informed risk mitigation prioritisation.

CONSULTATION/ADVERTISING:

Nil

COMMENTS:

While Administration acknowledges the concerns raised by residents regarding parking demand and amenity on Farr Avenue, the traffic data and assessment indicate that:

- The site does not meet the threshold for immediate traffic calming intervention under Administration's LATM framework.

- The location ranks relatively low when compared to other investigated sites across the City of Vincent.

- There have been no crashes reported by police, through to the Main Roads WA crash map system which Administration uses for the preliminary traffic investigation.

The methodology applied is consistent with Austroads guidance and forms the basis of the LATM framework currently under review by Council.

The assessment indicates that Farr Avenue does not present a demonstrable safety risk requiring intervention at this time. The concerns raised are primarily related to parking demand and residential amenity associated with a nearby public facility.

Introducing parking restrictions in the absence of a demonstrated safety or operational issue would represent a departure from a consistent, evidence-based approach and may create precedent for similar requests adjacent to other parks, schools and community facilities.

Administration will continue to:

- Monitor heavy vehicle activity.
- schedule ongoing Ranger patrols.
- Observe parking behaviour and site conditions.

Should conditions materially change, the location can be reassessed using the City's traffic assessment methodology.

Local Area Traffic Management (LATM) Report

Farr Avenue, North Perth

BACKGROUND

The City receives many requests for traffic management on our road network to improve road safety for all road users and address other traffic related amenity issues.

The City uses a Local Area Traffic Management (LATM) assessment with defined objective and transparent methodology which includes reviewing traffic speed, traffic volume, crash data, road design and topography, types of road users (pedestrians, cyclists and heavy vehicles) and land use to proactively prioritise road safety and determine if intervention is warranted.

The LATM assessment translates the vision and goals of the City's strategies and plans including the Strategic Community Plan, Accessible City Strategy, Bike Plan and Road Safety Management Plan into a technical framework to balance the technical assessment of the transport network and the community's expectations.

ASSESSMENT

Road	FARR AVENUE (access road)
Section	FARR AVENUE TO FARR AVENUE
Site Inspection Date & Time	6TH November 2025
Warrant Score	LOW - 17 (367 out of 630 LATM assessments completed)
Technical Findings	• The 85th percentile speed on this section of the road is 33.48 which is below the posted speed limit (40km/h). • The percentage of heavy vehicles travelling on this section of the road is 6.1% likely due to service delivery and rat run. • The rat run % is recorded around 12% likely vehicles are using this as shortcut to exit into Charles St • No crashes have been recorded between 2020 and 2024 • On an average traffic volume of 258 vehicles have been recorded during traffic survey from 24th October 2025 to 31st October 2025. • Parking on both sides of the road thereby providing roughly 3m or less for vehicle movement. • Parking bay line marking is only on one side of the road.

Warrant Score Outcomes		
Total Score	**Decision**	**Action Response**
More than 50	Assessment identifies a technical problem that warrants intervention	Project listed in the City's Forward Capital Work Program to address technical problems identified.
30 to 50 points	Assessment identifies minor technical problems in the road section to be addressed	Consider low-cost interventions including: • Speed Advisory Signs • Signage and line marking treatments • Referral to WA Police for targeted enforcement
Under 30 points	Assessment notes the road section has low safety and amenity concerns.	Consider asset renewal and monitoring actions: • Review of parking and line marking • Referral to WA Police for targeted enforcement • Review road configuration as part of future road resurfacing

SUMMARY

Based on the LATM assessment Farr Ave has low safety and amenity concerns and does not warrant traffic treatments being considered at this time with other road sections having a higher score needing intervention before this road section.

Based on the technical finding the below actions will be completed by the city:

Actions Table	
Technical finding	**Action to be taken**
1. Line Marking and signage	• Review signage and line marking along this section of the road against Main Roads WA standard and guidelines to identify any signage and line marking improvements that can be implemented. (Line marking can be refreshed)
2. Traffic Data (speed, volume, crashes, rat run)	• Monitor these traffic parameters and no further action shall be required.

7 COMMUNITY & BUSINESS SERVICES

7.1 FINANCIAL STATEMENTS AS AT 28 FEBRUARY 2026

Attachments: **1. Financial Statements as at 28 Feb 2026**

RECOMMENDATION:

That Council RECEIVES the Financial Statements for the month ended 28 February 2026 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 28 February 2026.

DELEGATION:

Regulation 34 (4) of the Local Government (Financial Management) Regulations 1996 requires the local government to prepare a statement of financial activity each month, which is to be presented to Council within 2 months after the end of the relevant month.

BACKGROUND:

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity including the sources and applications of funds, as compared to the budget.

DETAILS:

The following documents, included as **Attachment 1**, comprise the statement of financial activity for the period ended **28 February 2026**:

Note	Description	Page
1.	Statement of Financial Activity by Nature or Type Report	1
2.	Net Current Funding Position	2
3.	Statement of Financial Position	3
4.	Summary of Income and Expenditure by Service Areas	4-6
5.	Capital Expenditure including Funding graph and Capital Works Schedule	7-11
6.	Cash Backed Reserves	12
7.	Receivables: Rates and Other Debtors	13
8.	Beatty Park Leisure Centre Financial Activity	14

Explanation of Material Variances

The materiality thresholds used for reporting variances are 10% and $20,000, respectively. This means that variances will be analysed and separately reported when they are more than 10% (+/-) of the year-to-date budget and where that variance exceeds $20,000 (+/-). This threshold was adopted by Council as part of the budget adoption for 2025/26 and is used in the preparation of the statements of financial activity when highlighting material variance in accordance with *Financial Management Regulation 34(1) (d)*.
In accordance with the above, all material variances as at 28 February 2026 have been detailed in the variance comments report in **Attachment 1**.

Revenue by Nature or Type (on page 1) is tracking higher than the YTD budgeted revenue by $551,842 (0.7%). The following items materially contributed to this position:

- A favourable variance of $690,297 in Fees and Charges due to timing variances:
  - $700,314 favourable Ranger Services revenue,
  - $241,239 favourable Beatty Park revenue, and
  - $59,820 favourable Statutory Planning Services development application fees, partially offset by:
  - $163,729 unfavourable Food Premises Licences fees,
  - $109,193 unfavourable Lease fee income, and
  - $35,491 unfavourable Hire fees income.
- Favourable variance in interest earnings of $603,163 mostly due to higher cash balances.
- Favourable variance in other revenue of $121,599.
- An unfavourable timing variance in Operating grants, subsidies and contributions of $600,395.
- An unfavourable timing variance in Profit on Disposal of Assets of $177,471.
- An unfavourable variance in Service charges due to lower Underground Power Service charges $95,263.

Expenditure by Nature or Type (on page 1) is unfavourable by $289,831 (0.5%). The following items materially contributed to this position:

- $558,788 unfavourable Depreciation expense due to higher asset balances.
- $483,301 unfavourable Other expenditure due to timing variances.
- $217,768 unfavourable Employee related costs due to timing variances.
- $1,015,841 favourable Materials and Contracts mainly due to timing variances in:
  - $352,089 favourable ICT mainly due to operating initiatives,
  - $315,202 favourable Public Works,
  - $254,412 favourable Urban Design and Strategy,
  - $166,540 favourable Public Health and Built Environment, and
  - $79,393 favourable Beatty Park, partially offset by:
  - $160,922 unfavourable Parks Services,
  - $105,295 unfavourable Ranger Services,
  - $72,300 unfavourable Marketing and Communications, and.
  - $47,728 unfavourable Waste Management Services.

Surplus Position

The opening surplus position brought forward to 2025/26 is $5,102,373. The closing deficit is $26,815,337 against the budget of $26,220,253 as at February 2026.

Content of Statement of Financial Activity

An explanation of each report in the Statement of Financial Activity (**Attachment 1**), along with some commentary, is below:

1. Statement of Financial Activity by Nature or Type Report (Note 1 Page 1)

   This statement of financial activity shows revenue and expenditure classified by Nature or Type.

2. Net Current Funding Position (Note 2 Page 2)

   'Net current assets' is the difference between the current assets and current liabilities, less committed and restricted assets.

3. Statement of Financial Position (Note 3 Page 3)

   This statement of financial position shows the new current position and the total equity of the City.

4. Summary of Income and Expenditure by Service Areas (Note 4 Page 4-6)

   This statement shows a summary of operating revenue and expenditure by service unit including variance commentary.

5. Capital Expenditure and Funding Summary (Note 5 Page 7-11)

The full capital works program is listed in detail in Note 5 in **Attachment 1**. The attachment includes a summary of the year-to-date expenditure of each asset category and the funding source associated to the delivery of capital works.

6. Cash Backed Reserves (Note 6 Page 12)

The cash backed reserves schedule provides a detailed summary of the movements in the reserve portfolio, including transfers to and from the reserve. The balance as at 28 February 2026 is $33,145,110.

7. Receivables**:** Rating Information (Note 7 Page 13)

The notices for rates and charges levied for 2025/26 were issued on 23 July 2025. *The Local Government Act 1995* provides for ratepayers to pay rates by four instalments. The due dates for each instalment are:

	Due Date
First Instalment	29 August 2025
Second Instalment	28 February 2026
Third Instalment	2 January 2026
Fourth Instalment	6 March 2026

At 28 February 2026, the outstanding rates debtors balance was $6,415,514 including Underground Power service charges. The percentage of collectable outstanding rates and service charges at this date were 10.74% and 28.86% respectively.

8. Receivables: Other Debtors (Note 7 Page 13)

Total trade and other receivables at 28 February 2026 were $5,026,944. Below is a summary of the significant items with an outstanding balance over 90 days:

- $2,650,205 relates to unpaid infringements over 90 days. Infringements that remain unpaid for more than two months are referred to the Fines Enforcement Registry (FER), which then collects the outstanding balance on behalf of the City for a fee.

- $38,743 relates to cash-in-lieu car parking debtors. In accordance with the *City's Policy 7.7.1 Non-residential parking*, Administration has entered into special payment arrangements with long outstanding cash in lieu parking debtors to enable them to pay their debt over a fixed term of five years.

9. Beatty Park Leisure Centre – Financial Activity report (Note 8 Page 14)

As at 28 February 2026, the Centre reported a net operating deficit of $344,074 against the year-to-date budget deficit of $349,559.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Section 6.4 of the Local Government Act 1995 requires a local government to prepare an annual financial report for the preceding year and other financial reports as prescribed.

Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996 requires the local government to prepare a statement of financial activity each month, reporting on the source and application of funds as set out in the adopted annual budget.

A statement of financial activity and any accompanying documents are to be presented at an Ordinary Meeting of the Council within two months after the end of the month to which the statement relates. *Section 6.8 of the Local Government Act 1995* specifies that a local government is not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority decision of Council.

RISK MANAGEMENT IMPLICATIONS

Low: Provision of monthly financial reports to Council fulfils relevant statutory requirements and is consistent with good financial governance.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Innovative and Accountable

We embrace good ideas or innovative approaches to our work to get better outcomes for Vincent and our community.

Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction

We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible

We engage with our community so they are involved in what we are doing and how we are meeting our goals.

SUSTAINABILITY IMPLICATIONS:

Expenditure within this report facilitates various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

PUBLIC HEALTH IMPLICATIONS:

Expenditure within this report facilitates various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

As contained in this report.

CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY NATURE OR TYPE
FOR THE PERIOD ENDED 28 FEBRUARY 2026

CITY OF VINCENT

	Note	Revised Budget	YTD Budget	YTD Actual	YTD Variance	YTD Variance
		2025/26	28/02/2026	28/02/2026		
		$	$	$	$	%
Opening Funding Surplus(Deficit)		**5,090,559**	**5,090,559**	**5,102,373**	**11,814**	**0.2%**
Revenue from operating activities						
Rates		46,428,195	46,408,195	46,418,107	9,912	0.0%
Operating Grants, Subsidies and Contributions		2,138,561	1,385,884	785,489	(600,395)	-43.3%
Fees and Charges		27,001,820	17,918,050	18,608,347	690,297	3.9%
Interest Earnings		2,112,800	1,564,880	2,168,043	603,163	38.5%
Service Charges		7,114,538	7,114,538	7,019,275	(95,263)	-1.3%
Other Revenue		1,799,254	1,168,539	1,290,138	121,599	10.4%
Profit on Disposal of Assets		6,207,632	3,290,965	3,113,494	(177,471)	-5.4%
		92,802,800	78,851,051	79,402,893	551,842	0.7%
Expenditure from operating activities						
Employee Costs		(36,202,448)	(23,545,505)	(23,763,273)	(217,768)	0.9%
Materials and Contracts		(29,901,892)	(18,210,119)	(17,194,279)	1,015,841	-5.6%
Utility Charges		(2,298,869)	(1,514,880)	(1,591,243)	(76,363)	5.0%
Depreciation on Non-Current Assets		(14,884,439)	(9,922,984)	(10,481,772)	(558,788)	5.6%
Interest Expenses		(341,520)	(256,725)	(175,376)	81,349	-31.7%
Insurance Expenses		(761,739)	(507,824)	(507,824)	0	0.0%
Other Expenditure		(1,059,342)	(456,997)	(940,298)	(483,301)	105.8%
Loss on Disposal of Assets		(40,846)	(40,846)	(91,646)	(50,800)	124.4%
		(85,491,095)	(54,455,880)	(54,745,711)	(289,831)	0.5%
Operating activities excluded from budget						
Add Deferred Rates Adjustment		0	0	(337,715)	(337,715)	0.0%
Add Back Depreciation		14,884,439	9,922,984	10,481,772	558,788	5.6%
Service Charges Receivable		(4,101,446)	(1,774,713)	(1,730,653)	44,060	-2.5%
Adjust (Profit)Loss on Asset Disposal		(6,166,786)	(3,250,119)	(3,021,848)	228,271	-7.0%
		4,616,207	4,898,152	5,391,556	493,404	10.1%
Amount attributable to operating activities		**11,927,912**	**29,293,323**	**30,048,739**	**755,416**	**2.6%**
Investing Activities						
Non-operating Grants, Subsidies and Contributions		4,078,089	2,838,671	2,086,809	(751,862)	-26.5%
Purchase Property, Plant and Equipment	5	(9,778,223)	(3,849,045)	(3,789,434)	59,611	-1.5%
Purchase Infrastructure Assets	5	(13,197,515)	(7,937,976)	(7,019,644)	918,332	-11.6%
Proceeds from Joint Venture Operations		5,833,333	2,916,666	2,916,667	1	0.0%
Proceeds from Disposal of Assets		557,810	257,810	242,030	(15,780)	-6.1%
		(12,506,506)	**(5,773,874)**	**(5,563,572)**	**210,302**	**-3.6%**
Amount attributable to investing activities		**(12,506,506)**	**(5,773,874)**	**(5,563,572)**	**210,302**	**-3.6%**
Financing Activities						
Principal elements of finance lease payments		(306,230)	(209,547)	(209,544)	3	(0.0%)
Repayment of Loans		(1,776,541)	(1,516,447)	(1,516,447)	0	0.0%
Proceeds from New Loans		2,500,000	2,167,128	2,167,128	0	0.0%
Transfer to Reserves	6	(8,906,702)	(4,388,033)	(4,646,418)	(258,385)	5.9%
Transfer from Reserves	6	4,373,612	1,557,144	1,433,078	(124,066)	-8.0%
Amount attributable to financing activities		**(4,115,861)**	**(2,389,755)**	**(2,772,203)**	**(382,448)**	**16.0%**
Closing Funding Surplus(Deficit)		**396,104**	**26,220,253**	**26,815,337**	**595,084**	**2.3%**

CITY OF VINCENT

CITY OF VINCENT
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
NOTE 2 - NET CURRENT FUNDING POSITION
FOR THE PERIOD ENDED 28 FEBRUARY 2026

	Note	YTD Actual	PY Actual
		28/02/2026	28/02/2025
		$	$
Current Assets			
Cash Unrestricted		32,190,531	29,630,145
Cash Restricted		33,145,110	26,375,138
Receivables - Rates	7	6,415,514	5,427,963
Receivables - Other	7	5,026,943	3,624,660
Inventories		1,994,614	1,467,945
		78,772,712	66,525,852
Less: Current Liabilities			
Payables		(12,790,763)	(11,601,930)
Provisions - employee		(6,430,906)	(5,529,398)
		(19,221,669)	(17,131,328)
Unadjusted Net Current Assets		**59,551,043**	**49,394,524**
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	6	(33,145,110)	(26,375,137)
Less: Land held for sale		(1,605,009)	(1,101,531)
Add: Current portion of long term borrowings		1,802,437	1,535,854
Add: Infringement Debtors transferred to non current asset		0	1,625,260
Add: Current portion of long term finance lease liabilities		211,976	273,207
		(32,735,706)	(24,084,333)
Adjusted Net Current Assets		**26,815,337**	**25,310,191**

CITY OF VINCENT

CITY OF VINCENT
NOTE 3 - STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 28 FEBRUARY 2026

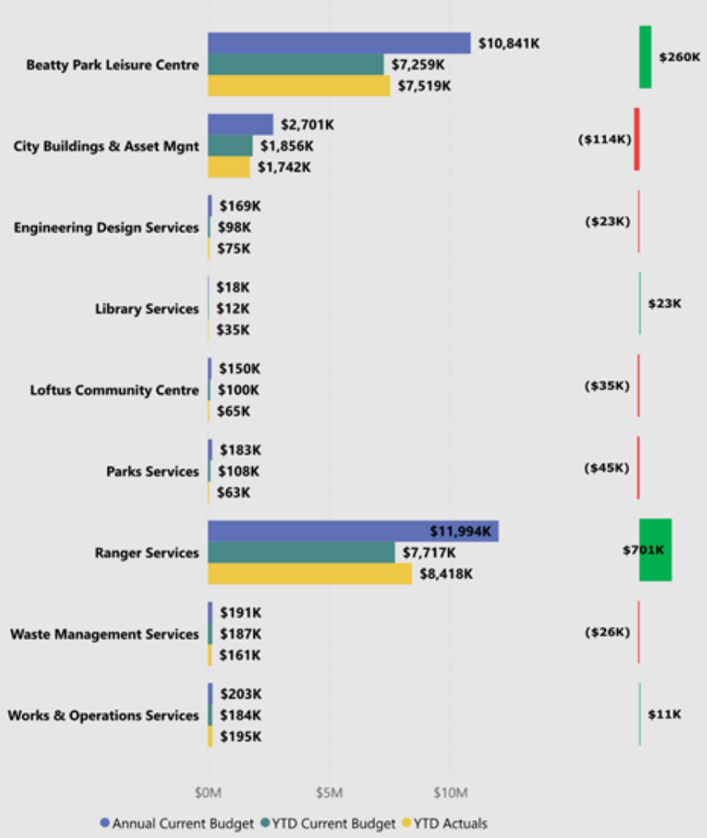
	Note	YTD Actual 28/02/2026 $	PY Actual 30/06/2025 $
Current Assets			
Cash Unrestricted		32,190,531	11,767,487
Cash Restricted		33,145,110	29,931,772
Receivables - Rates	7	6,415,514	2,085,717
Receivables - Other	7	5,026,943	5,198,538
Inventories		1,994,614	1,932,767
Total Current Assets		78,772,712	50,916,281
Non-Current Assets			
Receivables - Rates		1,889,515	271,497
Receivables - Other		604,108	604,108
Inventories		15,398	14,774
Investment in associate		13,466,665	13,466,665
Property, plant and equipment		253,219,591	254,904,208
Infrastructure		156,941,615	154,855,365
Right of use assets		340,682	540,211
Intangible assets		34,152	45,796
Total Non-Current Assets		426,511,726	424,702,624
Total Assets		**505,284,438**	**475,618,905**
Current Liabilities			
Payables		(12,790,764)	(10,280,841)
Provisions - employee		(6,430,906)	(6,337,611)
Total Current Liabilities		(19,221,669)	(16,618,452)
Non-Current Liabilities			
Borrowings		(7,245,061)	(6,965,964)
Employee related provisions		(631,131)	(664,345)
Total Non-Current Liabilities		(7,876,192)	(7,630,309)
Total Liabilities		**(27,097,861)**	**(24,248,761)**
Net Assets		**478,186,577**	**451,370,144**
Equity			
Retained Surplus		(143,957,987)	(120,354,891)
Reserve Accounts		(33,145,110)	(29,931,772)
Revaluation Surplus		(301,083,480)	(301,083,481)
Total Equity		**(478,186,577)**	**(451,370,144)**

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
INFRASTRUCTURE AND ENVIRONMENT DIRECTORATE
AS AT 28 FEBRUARY 2026

CITY OF VINCENT

ANNUAL INCOME BUDGET VS ACTUAL	ANNUAL EXPENDITURE BUDGET VS ACTUAL
$0.8M	($0.0M)

INCOME BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



KEY VARIANCE COMMENTARY
($20,000 and 10%)

Beatty Park Leisure Centre
$260k favourable income mostly due to timing variances for membership and fees and charges.
$364k unfavourable expenditure mostly due to timing variances in employee related costs $336k, depreciation expense $141k and other expenditure costs $22k, partially offset by favourable materials and contracts $79k, utilities $35k and interest expense of $21k.

City Buildings & Asset Management
$114k unfavourable income mostly due to a timing variance for lease and hire fees income.
$96k unfavourable expenditure mostly due to timing variances for depreciation expense $115k, utilities $67k, and other expenditure $18k, partially offset by favourable materials and contracts $58k and employee related costs $39k.

Engineering Design Services
$23k unfavourable income mainly due to a timing variance in advertising fees income $20k.
$87k favourable expenditure mainly due to timing variances for materials and contracts $65k.

I&E Directorate
$36k favourable expenditure mainly due to timing variances for materials and contracts $30k.

Library Services
$23k favourable income mainly due to a timing variance in fees and charges of $15k.
$52k unfavourable expenditure mainly due to a timing variance in materials and contracts $27k and employee related costs of $24k.

Loftus Community Centre
$35k unfavourable income mainly due to a timing variance in fees and charges.

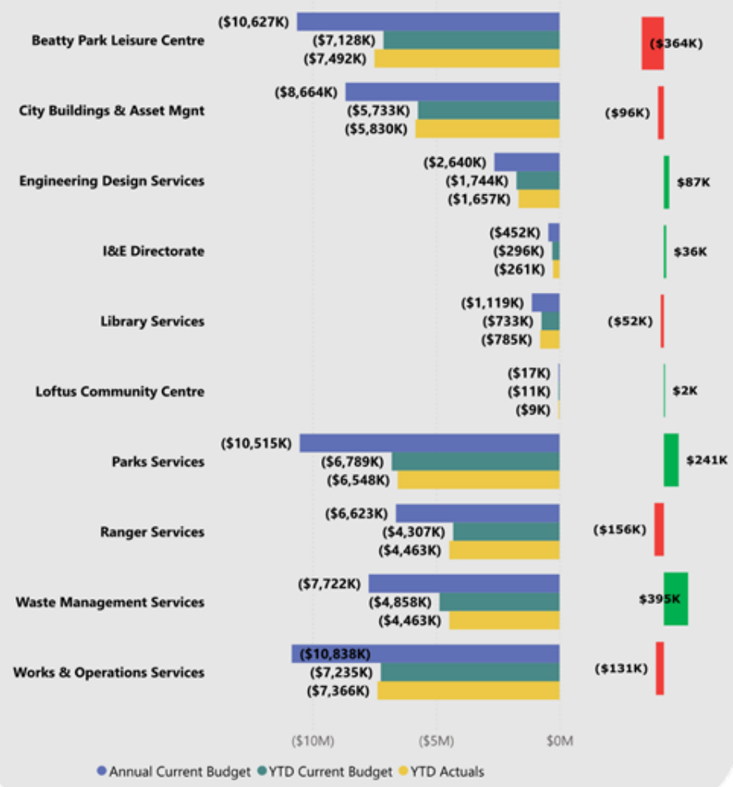
Parks Services
$45k unfavourable income mainly due to timing variance in hire fees and charges.
$241k favourable expenditure mainly due to timing variances for employee related costs of $366k, depreciation costs $56k, partially offset by unfavourable expenditure $161k in materials and contracts and utilities $22k.

Ranger Services
$701k favourable income mainly due to timing variance in fees and charges.
$156k unfavourable expenditure mainly due to timing variance in materials and contracts of $105k, employee related cost of $82k, depreciation of $25k partially offset by favourable other expenditure of $74k.

Waste Management Services
$67k unfavourable income mainly due to a timing variance in waste and recycling fees.
$395k favourable expenditure mainly due to timing variance in employee related costs $314k, materials and contracts of $41k and interest expense of $40k.

Works & Operations Services
$131k unfavourable expenditure mainly due to timing variances for depreciation of $330k, employee related costs of $80k, other expenditure $19k, partially offset by favourable timing variance in materials and contracts of $315k.

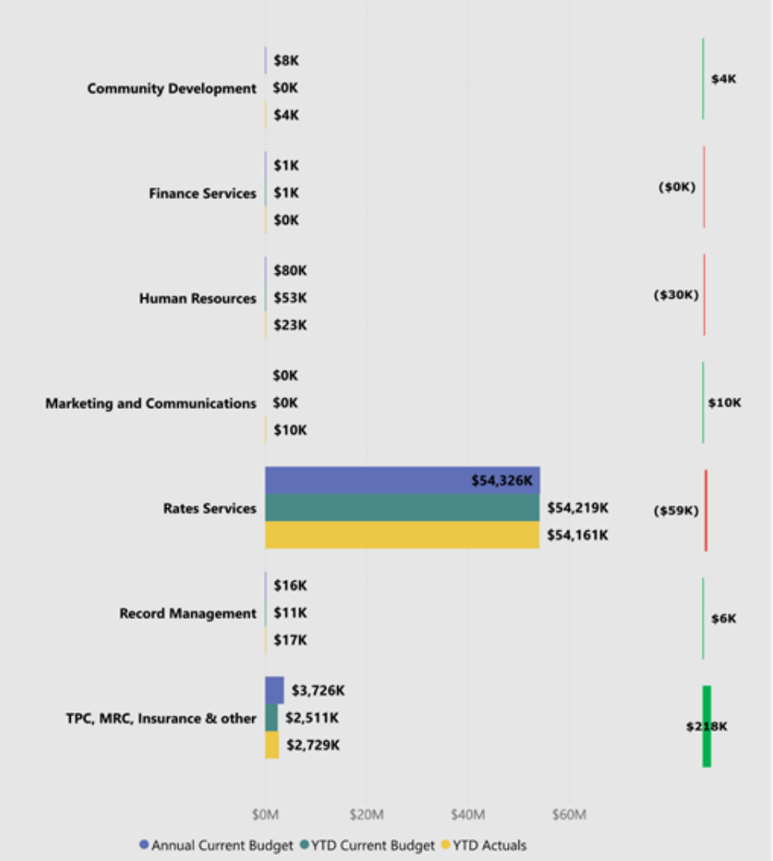
EXPENDITURE BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
COMMUNITY & BUSINESS SERVICES DIRECTORATE
OFFICE OF THE CEO
AS AT 28 FEBRUARY 2026

CITY OF VINCENT

INCOME BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



ANNUAL INCOME BUDGET VS ACTUAL	ANNUAL EXPENDITURE BUDGET VS ACTUAL
$0.7M	$0.4M

KEY VARIANCE COMMENTARY
($20,000 and 10%)

CBS Directorate
$26k favourable expenditure mainly due to a timing variance in employee related costs.

Community Development
$56k unfavourable expenditure mainly due to timing variance in employee related costs of $29k, materials and contracts of $15k and other expenditure of $12k.

Customer Relations
$83k unfavourable expenditure mainly due to timing variance in employee related costs of $51k and materials and contracts of $20k.

Human Resources
$30k unfavourable income mainly due to timing variances of $30k in reimbursements from Centrelink.

Information Communication and Technology
$377k favourable expenditure mainly due to timing variance in operating initiatives $122k, software licencees $180k and consultants $70k.

Marketing and Communications
$170k unfavourable expenditure mainly due to a timing variance in materials and contracts of $72k, other expenditure $69k and employee related costs of $29k.

Rates Services
$59k unfavourable income mainly due to lower service charges $95k, partially offset by a favourable variance in interest earnings of $40k.

Record Management
$40k unfavourable expenditure mainly due to timing variances employee related costs of $33k.

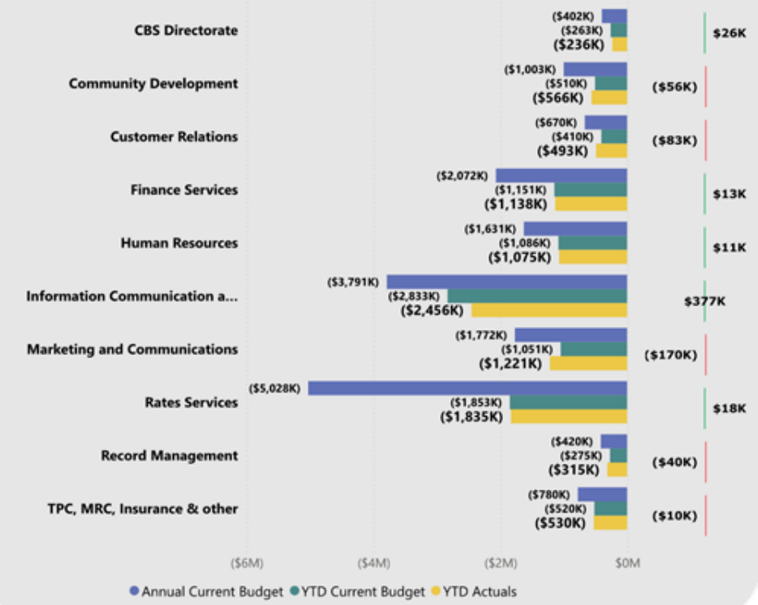
TPC, MRC, Insurance & Other
$218k favourable income mainly due to higher interest earnings $563k, reimbursements of $168k, fees and charges $17k, partially offset by unfavourable timing variance in grants and subsidies of $531k.

Chief Executive Officer
$27k favourable expenditure mainly due to timing variance in materials and contracts of $21k.

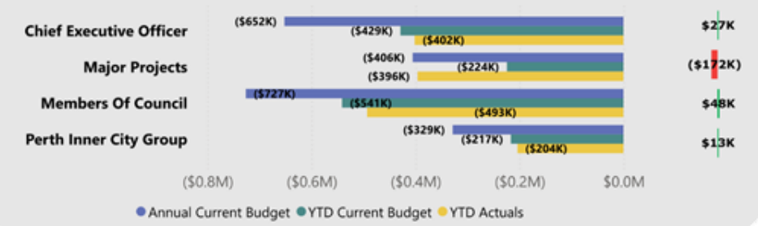
Major Projects
$172k unfavourable expenditure mainly due to timing variance in employee related costs of $147k and materials and contracts $25k.

Members of Council
$48k favourable expenditure mainly due to timing variances in materials and contracts.

EXPENDITURE BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



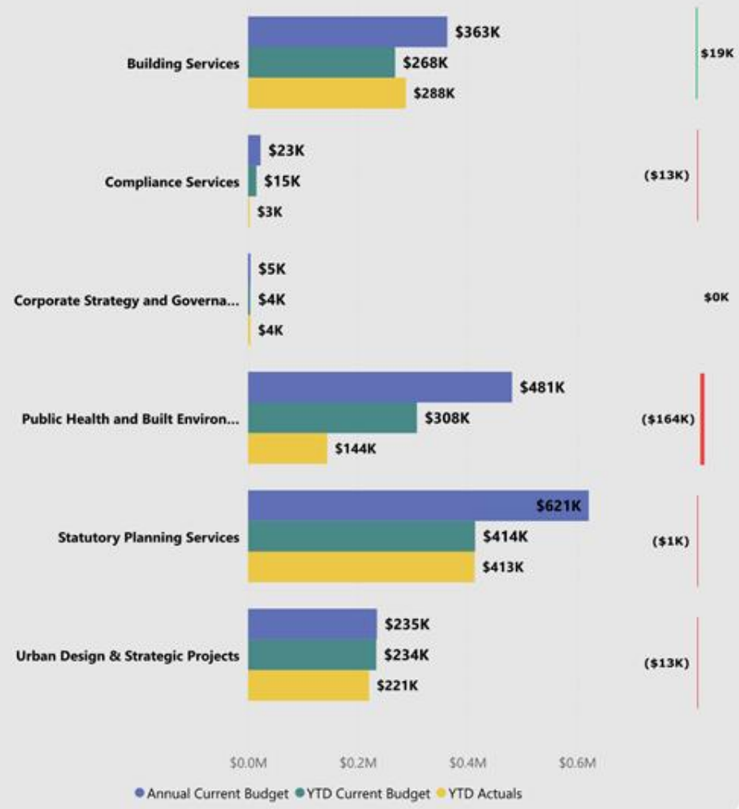
OFFICE OF THE CEO
EXPENDITURE BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
STRATEGY AND DEVELOPMENT DIRECTORATE
AS AT 28 FEBRUARY 2026

CITY OF VINCENT

INCOME BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



ANNUAL INCOME BUDGET VS ACTUAL	ANNUAL EXPENDITURE BUDGET VS ACTUAL
($0.2M)	$0.9M

KEY VARIANCE COMMENTARY
($20,000 and 10%)

Building Services
$100k unfavourable expenditure mainly due to timing variance in employee related costs of $106k, partially offset by materials and contracts $7k.

Compliance Services
$184k favourable expenditure mainly due to a timing variance in employee related costs of $154k and materials and contracts of $29k.

Corporate Strategy and Governance
$23k favourable expenditure mainly due to timing variance in materials and contracts of $14k.

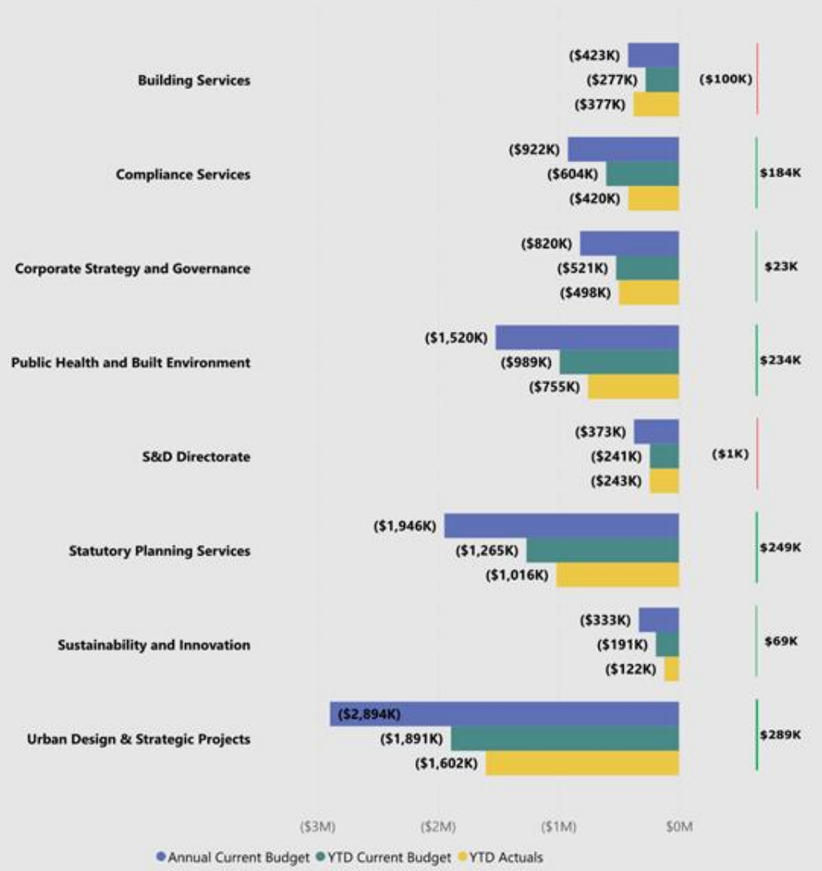
Public Health and Built Environment
$164k unfavourable income mainly due to lower fees and charges.
$234k favourable expenditure mainly due to a lower materials and contracts $167k and a timing variance in employee related costs $64k.

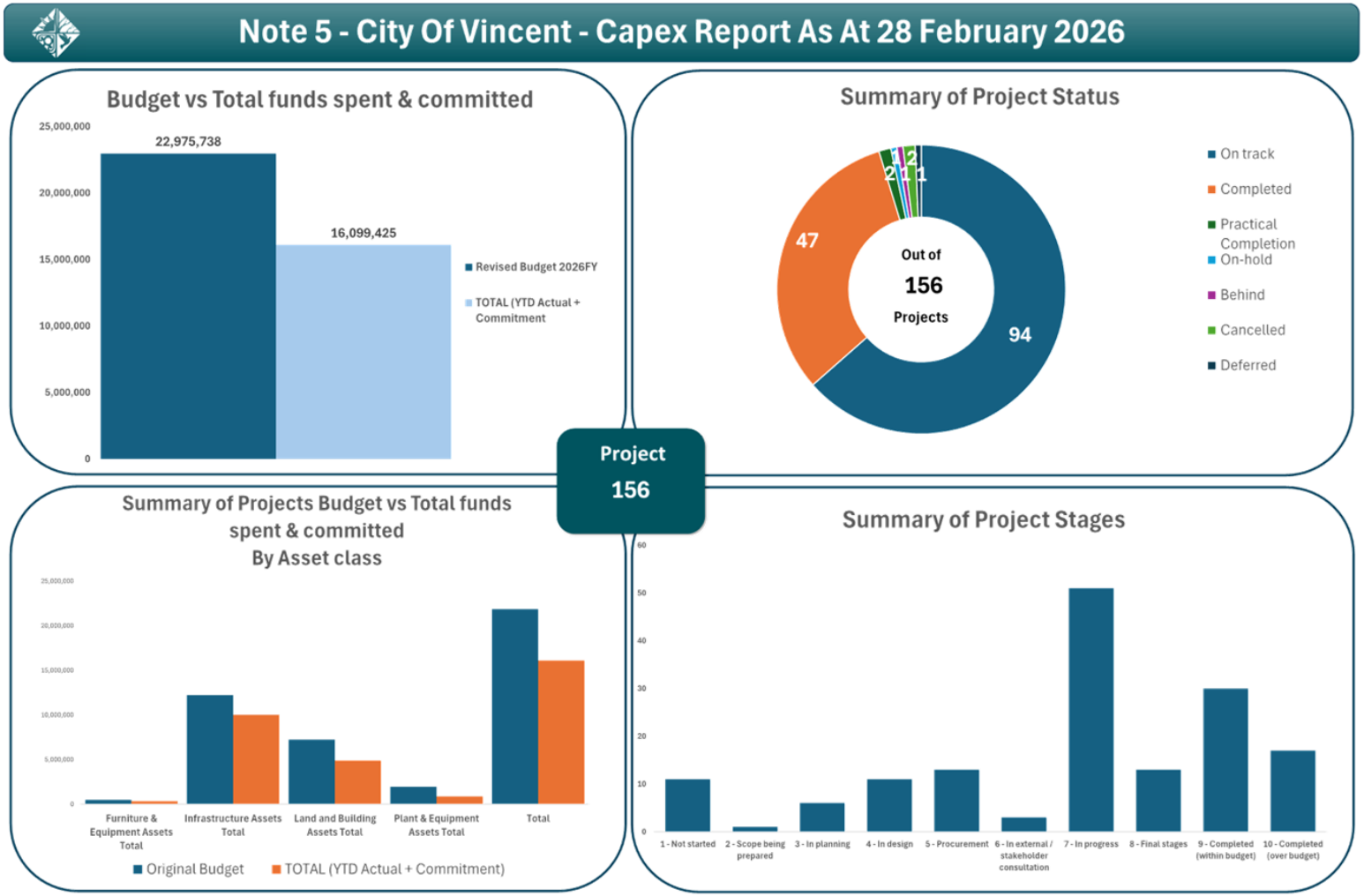
Statutory Planning Services
$249k favourable expenditure mainly due to timing variances employee related costs $205k and materials and contracts of $92k.

Sustainability and Innovation
$69k favourable expenditure mainly due to timing variances in employee related costs $48k and $21k materials and contracts.

Urban Design & Strategic Projects
$289k favourable expenditure mainly due to timing variances in materials and contracts $254k made up of Arts Plan Implementation $94k, North Claisebrook Place Plan $60k, Vincent Wide Place Projects $55k and employee related costs of $25k.

EXPENDITURE BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals




Note 5 - City Of Vincent - Capex Report As At 28 February 2026
Budget vs Total funds spent & committed
25,000,000
20,000,000
15,000,000
10,000,000
5,000,000
0
22,975,738
16,099,425
Revised Budget 2026FY
TOTAL (YTD Actual + Commitment
Summary of Project Status
47
94
2
1
1
2
Out of
156
Projects
On track
Completed
Practical Completion
On-hold
Behind
Cancelled
Deferred
Project
156
Summary of Projects Budget vs Total funds spent & committed By Asset class
Furniture & Equipment Assets Total
Infrastructure Assets Total
Land and Building Assets Total
Plant & Equipment Assets Total
Total
Original Budget
TOTAL (YTD Actual + Commitment)
Summary of Project Stages
60
50
40
30
20
10
0
1 - Not started
2 - Scope being prepared
3 - In planning
4 - In design
5 - Procurement
6 - In external / stakeholder consultation
7 - In progress
8 - Final stages
9 - Completed (within budget)
10 - Completed (over budget)

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2025/26
AS AT 28 FEBRUARY 2026

WO Name	Revised Budget 2026FY	YTD Budget	YTD Actual	YTD Variance	Commitment	Status	Stage	Commentary
Land & Building Assets								
Air Conditioning & HVAC Renewal								
Air Conditioning & HVAC Renewal - Admin	516,869	300,000	285,836	14,164	5,250	Completed	9 - Completed (within budget)	DLP maintenance in progress
Air Con & HVAC Renew - Miscellaneous	100,000	60,000	60,954	(954)	12,080	On track	7 - In progress	Works in progess
Air Con/HVAC Renew - Mt Hawthorn Comm Centre (Leased)	100,000	-	4,928	(4,928)	12,760	On track	4 - In design	Seeking design layout & defining scope
Leederville Oval - HVAC Renewal - East Perth Function Room	-	-	97,686	(97,686)	950	Completed	10 - Completed (over budget)	Works completed. DLP Period has commenced.
Public Toilet Renewal Program								
Charles Veryard Reserve Clubroom Toilets	45,000	-	-	-	-	-	1 - Not started	
Litis Stadium Works								
Litis Stadium Floodlights	940,000	800,000	772,163	27,837	57,602	Completed	9 - Completed (within budget)	Project completed
BPLC - Construction of Indoor Changerooms								
BPLC – Construc & Fit Out Indoor Pool Changerooms	33,367	-	-	-	3,450	Completed	9 - Completed (within budget)	Works completed in FY25. DLP payment is due in FY26
Litis Stadium changeroom redevelopment								
Infrastructure Works - Litis Stadium	210,446	210,446	176,349	34,097	72,953	Practical Completion	8 - Final stages	Project practical completion achieved, miinor works to complete
Floreat Athena Clubrooom Refurbishment - Litis Stadium	68,364	68,364	111,159	(42,795)	2,000	Practical Completion	8 - Final stages	Project completed
Beatty Park Leisure Centre - Facilities Infrastructure								
BPLC - Facilities Infrastructure Renewal	-	-	-	-	19,816	On track	7 - In progress	Works in progress
BPLC - Mechanical – HVAC Systems Renewal	25,000	25,000	11,205	13,795	-	On track	7 - In progress	
BPLC - Structure – Roof & Building Renewal	225,000	125,000	92,497	32,503	-	On track	5 - Procurement	In procurement
BPLC - Eastern Side Grandstand - Water Ingress	348,577	-	-	-	-	On track	5 - Procurement	In procurement
Beatty Park Leisure Centre - Repair and maintain Heritage Grandstand	954,277	954,277	939,372	14,905	49,441	On track	8 - Final stages	Final works to complete
Miscellaneous Asset Renewal (City Buildings)								
Misc Asset Renewal - City buildings	250,000	60,000	53,281	6,719	64,588	On track	7 - In progress	Works in progress
Forrest Park Croquet - Kitchen Renewal	45,000	-	-	-	53,842	On track	7 - In progress	Works due to start
City Buildings Painting Renewal	30,000	-	-	-	-	On track	5 - Procurement	In procurement
Mt Claremont Depot								
Mt Claremont Depot	570,000	90,000	77,320	12,680	11,802	On track	7 - In progress	Works in progress
Land and Building Asset Renewal Projects								
DLGSC - HVAC, Plant & Fire Services Renewals	665,000	65,000	33,518	31,482	517,528	On track	7 - In progress	Equipment installation scheduled in Apr 2026
Lease Property Non Scheduled Renewal	78,000	58,000	61,871	(3,871)	14,545	On track	7 - In progress	Works in progress
Library Renewals - Upgrades to Accessibility	200,000	20,000	7,571	12,429	134,642	On track	5 - Procurement	In procurement
Leederville Oval - Misc Buildings Renewal	200,000	100,000	86,246	13,754	-	On track	7 - In progress	Works in progress
Loftus - Gymnastics WA - Roof Renewal	80,000	10,000	2,482	7,518	-	On track	5 - Procurement	In procurement
Mt Hawthorn Com Centre - Roof Renewal	200,000	-	-	-	-	On track	4 - In design	Consultant developing the scope and specifications
Toilet/ facilities upgrade - Loftus Rec Ctr (Belgravia)	250,000	10,000	9,197	803	282,976	On track	7 - In progress	Works in progress
Highgate Child Health Clinic Renewal (Leased Child and Adolescent Health)	20,000	20,000	16,200	3,800	-	On track	7 - In progress	Works in progress
Royal Park Hall - Carpet and Blind Renewal	30,000	30,000	28,929	1,071	-	On track	8 - Final stages	In final stages
Admin Building Renewal	50,000	-	-	-	-	-	1 - Not started	
Beatty Park Reserve Toilet	490,000	100,000	96,063	3,937	396,419	On track	7 - In progress	Site works to start in Apr 2026
Halvorsen Halll - Renewal/Upgrade	165,000	5,000	1,700	3,300	-	-	1 - Not started	
North Perth Bowling Club - Driveway Renewal	50,000	50,000	52,520	(2,520)	-	Completed	10 - Completed (over budget)	Project completed
Asbestos Management Plan - Childcare (as per asbestos register)	50,000	-	-	-	-	-	1 - Not started	
Water and Energy Efficiency Initiatives								
Water and Energy Efficiency Initiatives	150,000	10,000	13,133	(3,133)	42,429	On track	7 - In progress	Works in progress
Forrest Park Reserve								
Forrest Park Reserve Project	-	-	48,490	(48,490)	-	On track	7 - In progress	Advanced project to complete turf works in FY26
Land & Building Assets Total	***7,139,900***	***3,171,087***	***3,140,670***	***30,417***	***1,755,073***			
Furniture & Equipment Assets								
Furniture & Equipment								
BPLC - Non Fixed Assets Renewal	60,000	30,000	29,468	532	2,745	On track	7 - In progress	Works in progress
BPLC Non-Infrastructure Fixed Asset Renewal	12,000	12,000	5,985	6,015	-	On track	7 - In progress	FY25 Project
Accessible City Strategy Implementation Program								
Accessible City Strategy Implementation - Capex for future years subject to Cash-in Lieu Reserve Funds received	214,740	50,000	50,683	(683)	33,286	On track	7 - In progress	

ICT Renewal Program								
ICT Infrastructure Renewal	110,958	110,958	144,317	(33,359)	20,906	On track	7 - In progress	Works in progress
Public Arts Projects								
COVID-19 Artwork relief project	123,625	-	-	-	16,125	On track	3 - In planning	
Miscellaneous Asset Renewal (City Buildings)								
Furniture and Equipment Renewal - (Admin, Library and Depot)	25,000	25,000	24,293	707	-	On track	7 - In progress	Furniture replacement in progress
Parking Machines Asset Replacement Program								
Parking Infrastructure Renewal Program	153,000	-	-	-	6,309	On track	5 - Procurement	In procurement
Furniture & Equipment Assets Total	***699,323***	***227,958***	***254,747***	***(26,789)***	***79,371***			
Plant & Equipment Assets								
Major Plant Replacement Program								
Heavy Fleet Replacement Program	1,086,500	300,000	258,390	41,610	197,247	On track	7 - In progress	In progress
Fleet Management Program								
Light Fleet Replacement - Annual Allocation	-	-	-	-	-	On track	7 - In progress	
P1267 - Toyota Camry Hybrid 2.5Lt. Rego.1GUX039	50,000	50,000	50,099	(99)	-	Completed	10 - Completed (over budget)	Completed
P1270 - Toyota Corolla Hybrid 1GWG751, Ascent Hatch	50,000	-	-	-	-	On track	4 - In design	Finalising Specifications
P1271 - Toyota Corolla Hybrid 1GWG752, Ascent Hatch	50,000	-	-	-	-	On track	4 - In design	Finalising Specifications
P1273 - 1GWH073, Nissan LEAF Ev 18MY	50,000	-	-	-	-	On track	4 - In design	Finalising Specifications
P1281 - HYUNDI - Ioniq EV Hatch - 1HCJ354 Rangers	50,000	-	-	-	-	On track	3 - In planning	Wait on specifications
P1282 - Toyota Corolla Sedan Hybrid - 1HDR934	50,000	-	-	-	34,576	On track	4 - In design	Finalising Specifications
P2193 - Nissan Navara 4x2 - 1GQG990	50,000	50,000	40,873	9,127	-	Completed	9 - Completed (within budget)	Completed
P2212 - Nissan Navara 4X DSL Auto DC RX - 1HCO126	50,000	-	-	-	40,558	On track	8 - Final stages	Ordered, expected delivery Mar 2026
P2213 - Renaul Kangaroo 1HIY67	50,000	50,000	44,654	5,346	-	Completed	9 - Completed (within budget)	Completed
P2215 - NAVARA 4X2 1HKO697	50,000	-	-	-	40,558	On track	8 - Final stages	Ordered, expected delivery Mar 2026
P2217 - Nissan Navara Dual Cab 4x2 Auto 1HNK939	50,000	-	-	-	40,558	On track	8 - Final stages	Ordered, expected delivery Mar 2026
P2216 - Nissan Navara Dual Cab 4x2 Auto 1HKT763	50,000	-	-	-	40,558	On track	8 - Final stages	Ordered, expected delivery Mar 2026
P1278 - Toyota Corolla Hybrid Ascent 1GZQ221	50,000	-	-	-	33,276	On track	4 - In design	Finalising Specifications
P1283 - Toyota Corolla Hybrid 1HFD003	50,000	-	-	-	34,576	On track	4 - In design	Finalising Specifications
P1284 - Toyota Yaris 1HFJ099	50,000	-	-	-	-	On track	4 - In design	Finalising Specifications
P1285 - Toyota Yaris Hybrid 1HGJ592	50,000	-	-	-	-	On track	4 - In design	Finalising Specifications
P1290 - Hyundai Ioniq EV 1HNK941	50,000	-	-	-	-	On track	3 - In planning	Wait on specifications
Artlets								
Artlets - Public Art - Sculpture	2,500	-	-	-	2,400	-	1 - Not started	
Plant & Equipment Assets Total	***1,939,000***	***450,000***	***394,017***	***55,983***	***464,306***			
Infrastructure Assets								
Robertson Park Development Plan - Stage 1								
Robertson Park Stage 1B - Tennis Centre	2,434,169	1,702,500	1,647,872	54,628	375,549	Behind	8 - Final stages	PC delayed to mid Mar 2026
MISCELLANEOUS								
Temporary at-grade car park	248,796	248,796	292,174	(43,378)	-	Completed	10 - Completed (over budget)	Project completed
Wandoolier/ Banks Reserve Master Plan Implementation								
Boardwalk - Interpretation Node	-	-	1,452	(1,452)	-	Completed	9 - Completed (within budget)	FY25 project, completed
General landscape - EPPS Foreshore Upgrades	40,000	26,664	13,363	13,301	-	Completed	9 - Completed (within budget)	Parks component completed
Skate Space at Britannia Reserve								
Mt Hawt Skate Park - Youth Skate Facility (Election Commitment)	52,565	-	300	(300)	-	On track	8 - Final stages	
Parks Fencing Renewal Program								
Braithwaite Park - Renew Perimeter Fencing	160,000	-	-	-	160,000	On track	7 - In progress	Installation Mar/ Apr 2026
Leake/Alma St Res - renew playground fencing	10,000	-	-	-	-	On track	5 - Procurement	Awaiting installation timeframed from supplier
Edinboro Street Reserve - Renew Perimeter Fencing	40,000	-	-	-	40,000	On track	7 - In progress	Installation Mar/ Apr 2026
Litis Stadium - Install New Fence (western end)	20,000	-	-	-	-	Cancelled	1 - Not started	Project cancelled
Footpath Upgrade and Renewal Program								
Footpath Upgrade and Renewal Program	248,750	148,750	130,321	18,429	15,480	On track	7 - In progress	Works in progress

Parks Irrigation Upgrade & Renewal Program								
Hyde Park - renew groundwater bores No 24 and 29	60,000	-	-	-	60,000	On track	5 - Procurement	In progress
Robertson Park - renew groundwater bore No 31	50,000	50,000	59,185	(9,185)	-	Completed	10 - Completed (over budget)	Project completed
Weld Square - renew irrigation system and install iron filter	180,000	-	3,810	(3,810)	331,830	On track	5 - Procurement	In procurement
Beatty Park Res - renew in-ground irrigation system, electrical cabinet and install iron filter	250,000	-	4,180	(4,180)	114,608	On track	7 - In progress	Contract awarded
Birdwood Square - renew irrigation system and electrical cabinet	145,000	-	-	-	145,000	Completed	9 - Completed (within budget)	Works started
Forrest Park - upgrade irrigation system and electrical cabinet	6,940	6,940	11,860	(4,920)	-	Completed	10 - Completed (over budget)	FY25 project, completed
Sullivan Logistics Stadium (Leederville Oval)								
Sullivan Logistics Stadium (Leederville Oval) Turf Upgrade	103,792	103,792	24,015	79,777	-	Completed	9 - Completed (within budget)	FY25 project, turf upgrade completed
Sullivan Logistics Stadium (Leederville Oval) Lighting Upgrade	360,147	360,147	280,394	79,753	70,725	Completed	9 - Completed (within budget)	FY25 project. Lighting upgrade completed, minor works still in progress
Road Maintenance Programs – MRRG								
Annual MRRG Program - bgt to be split	78,705	78,705	-	78,705	-	Completed	10 - Completed (over budget)	
MRRG - London St North Bound - Green St	199,333	199,333	229,943	(30,610)	4,593	Completed	10 - Completed (over budget)	Project completed, awaiting final invoice
MRRG - London St South Bound - Green St to Gil St	199,333	199,333	230,544	(31,211)	-	Completed	10 - Completed (over budget)	Project completed, awaiting final invoice
MRRG - Bulwer Street EB & WB - Smith St to Beaufor	182,907	182,907	269,885	(86,978)	-	Completed	10 - Completed (over budget)	Project completed
MRRG - Lord St North Bound - Newcastle St	115,416	115,416	112,104	3,312	13,998	Completed	9 - Completed (within budget)	Project completed, awaiting line marking
MRRG - Lord St South Bound - Newcastle St to Parry St	93,220	93,220	110,466	(17,246)	-	Completed	10 - Completed (over budget)	Project completed, awaiting line marking
MRRG - Lord St North Bound - Parry St to Edward St	137,012	137,012	115,106	21,906	-	Completed	9 - Completed (within budget)	Project completed, awaiting line marking
MRRG - Lord St South Bound - Parry St to Edward St	104,074	104,074	110,466	(6,392)	14,653	Completed	10 - Completed (over budget)	Project completed, awaiting line marking
Road Maintenance Programs – Local Road Program								
Annual Local Roads Program - bgt to be split	-	-	18,470	(18,470)	-	On track	7 - In progress	
LRP - Grosvenor Road - Norfolk St to William St	-	-	42	(42)	-	Completed	9 - Completed (within budget)	FY25 project, completed
LRP - Commonwealth Ave - Anzac Rd to Chamberlain St	131,350	131,350	125,460	5,890	-	Completed	9 - Completed (within budget)	Project completed
LRP - Fleet St - Bourke St to Richmond St	147,052	147,052	81,326	65,726	-	Completed	9 - Completed (within budget)	Project completed
LRP - Fitzroy St - Fitzgerald St to Dead end	89,651	89,651	79,558	10,093	-	Completed	9 - Completed (within budget)	Works in progress
LRP - Franklin St - Oxford St to Melaleuca Ln	105,020	105,020	18,263	86,757	63,690	On track	7 - In progress	Works in progress
LRP - Ruth St - William St to Wade St	48,816	48,816	52,945	(4,129)	-	Completed	10 - Completed (over budget)	Project completed
LRP - Salisbury St - Oxford St to Shakespeare St	161,795	161,795	115,229	46,566	-	Completed	9 - Completed (within budget)	Project completed
LRP - Campsie St Bourke St to Cul de Sac	44,174	44,174	34,898	9,276	-	Completed	9 - Completed (within budget)	Project completed
LRP - Galwey St - Oxford St to 50m in	81,362	81,362	51,646	29,716	500	Completed	9 - Completed (within budget)	Project completed
LRP - Raglan Rd - Hutt St to Walcott St	203,144	203,144	162,306	40,838	-	Completed	9 - Completed (within budget)	Project completed
LRP - Zebina St - Gardiner St to Cul de Sac	108,586	108,586	59,216	49,370	-	Completed	9 - Completed (within budget)	Project completed
LRP - Woodstock St - London St to R.O.W 104	179,335	179,335	52,371	126,964	102,809	On track	7 - In progress	Works in progress
LRP - Cavendish St - Lincoln St to Chatsworth Rd	209,883	-	-	-	-	-	1 - Not started	To be delivered in FY27
LRP - Raglan Rd - Fitzgerald St to Norfolk St	189,832	189,832	77,724	112,108	4,727	On track	8 - Final stages	In final stages
LRP - Glebe Street - View St to Alma Rd	-	-	1,500	(1,500)	-	Completed	9 - Completed (within budget)	FY25 project, completed
Parks Greening Plan Program								
Greening plan	211,698	100,000	70,030	29,970	96,150	On track	5 - Procurement	Planning underway, stock ordered
Post PSHB Restoration Works	227,469	150,000	117,339	32,661	193,698	On track	7 - In progress	Island revegetation works underway
Traffic Management Improvements								
Minor Traffic Management Improvements	300,000	150,000	120,886	29,114	39,438	On track	7 - In progress	Works in progress
Parks Infrastructure Upgrade & Renewal Program								
Birdwood Square Floodlight Renewal	300,000	-	922	(922)	-	On track	7 - In progress	Works to start in Mar 2026
Parks Infrastructure Upgrade & Renewal - BBQ provision	60,000	60,000	59,571	429	-	Completed	9 - Completed (within budget)	Project completed
Infrastructure Upgrade/Renewl Proram - General Provision	100,000	50,000	39,482	10,518	43,204	On track	7 - In progress	Works in progress
Oxford St Reserve - renew park furniture	40,000	-	-	-	33,633	On track	7 - In progress	In procurement
Streetscape - renew furniture	50,000	-	-	-	-	Cancelled	1 - Not started	Project cancelled
Menzies Park Floodlights Upgrade	430,500	-	5,070	(5,070)	-	On track	7 - In progress	Works to start in Mar 2026
Accessible City Strategy Implementation Program								
Wayfinding Implementation Plan - Stage 1	125,800	-	-	-	-	-	1 - Not started	
Road Maintenance Programs – State Black Spot								
State Black Spot Programs scheduled annually	-	-	-	-	-	On track	7 - In progress	
Blackspot - Brisbane Street with Smith and Brewer St	61,000	61,000	35,997	25,003	-	On track	8 - Final stages	In final stages
Blackspot - Eton from Haynes Street to SBR intersection	90,000	10,000	2,048	7,952	-	On track	6 - In external / stakeholder consultation	
Road Maintenance Programs – Roads to Recovery								
Annual Roads to Recovery Program - bgt to be split	18,922	-	-	-	-	On track	8 - Final stages	
R2R - Farmer St - Fitzgerald St to Angove St	380,000	380,000	460,730	(80,730)	-	Completed	10 - Completed (over budget)	Project completed
R2R - Ruth St - Lake St to William St	98,823	98,823	156,042	(57,219)	-	Completed	10 - Completed (over budget)	Project completed
Public Open Space Strategy Implementation Plan								
Public Open Space Strategy Implementation	31,200	31,200	30,283	917	-	Completed	9 - Completed (within budget)	Project completed
Parks Lighting Renewal Program								
Lighting Renewal Program - General Provision	52,000	52,000	27,397	24,603	22,824	On track	7 - In progress	In progress
Axford Park Lighting Upgrade	200,000	100,000	90,951	9,049	100,000	On track	7 - In progress	Works in progress
Gully Soak-well and Minor Drainage Improvement Pro								
Catchment Drainage Improvements	400,000	300,000	305,809	(5,809)	21,102	On track	7 - In progress	Works in progress

Parks Eco-Zoning Program								
Monmouth Street	8,136	-	-	-	-	On-hold	1 - Not started	On hold
Parks Eco-Zoning - General Provision	20,000	-	-	-	200	On track	6 - In external / stakeholder consultation	In consultation
Road Reserves - Eco-zoning	3,213	3,213	3,247	(34)	-	Completed	10 - Completed (over budget)	FY25 poject, completed
Parks Pathways Renewal Program								
Hyde Park Re-asphalt Pathways	50,000	50,000	44,242	5,758	-	Completed	9 - Completed (within budget)	Project completed
Pathways Renewal Program - General Provision	80,000	60,000	57,400	2,600	18,033	On track	7 - In progress	Works in progress
Smith`s Lake - re-asphalt existing bitumen pathways	45,000	-	-	-	-	On track	7 - In progress	Works in progress
Robertson Park - re-asphalt existing bitumen pathways	60,000	-	-	-	-	On track	2 - Scope being prepared	Scope being prepared
Mick Michael Park - re-asphalt existing bitumen pathways	35,000	-	-	-	-	On track	7 - In progress	Works in progress
Car Parking Upgrade/Renewal Program								
Accessibility audits and proposed project implementation	50,000	-	-	-	-	On track	3 - In planning	Finalising checklist for ACROD audit
Bus Shelter Replacement and Renewal Program								
Bus Shelters - Replace & Upgrade	65,975	40,000	40,874	(874)	-	On track	7 - In progress	Works in progress
Parks Playground / Exercise Equipment Upgrade & Renewal Program								
Cricket Wicket Renewal Program	37,000	17,000	17,800	(800)	16,721	On track	7 - In progress	Works in progress
Braithwaite Park - replace wooden nature plan elements	50,000	20,000	19,295	705	-	Completed	9 - Completed (within budget)	Project completed
Oxford St Res - renew wooden nature play elements	10,000	10,000	13,600	(3,600)	-	Completed	10 - Completed (over budget)	Project completed
Playground/Exer Equip Renewal Program - General Provision	55,000	5,000	3,289	1,711	20,570	On track	7 - In progress	Works in progress
Brigatti Gardens - repl playground equip/soft fall	175,000	-	-	-	175,000	On track	7 - In progress	Installation Mar 2026
Edinboro St Res - repl playground equipment and soft fall	161,542	161,542	159,680	1,862	-	Completed	9 - Completed (within budget)	Project completed
Banks Reserve - renew platforms and wooden nature play elements	20,000	20,000	16,445	3,555	-	Completed	9 - Completed (within budget)	Project completed
Hyde Park - renew playground and softfall (east)	156,821	156,821	146,680	10,141	-	Completed	9 - Completed (within budget)	Project completed
Beatty Park Reserve - repl exercise equipment	80,000	-	-	-	80,000	On track	7 - In progress	Installation Mar 2026
Hyde Park - renew playground and softfall (West)	100,000	-	-	-	29,623	On track	3 - In planning	In planning
Beatty Park Reserve - Renew Playground Equipment and Softfall	179,880	179,880	174,360	5,520	-	Completed	9 - Completed (within budget)	Project completed
Britannia Road Reserve - Renew Playground Equipment and Softfall (south)	180,000	-	1,900	(1,900)	180,000	On track	7 - In progress	Installation Mar/ Apr 2026
Hyde Street Reserve - Renew Playground Equipment and Softfall	180,000	180,000	120	179,880	180,000	On track	7 - In progress	Installation Mar/ Apr 2026
Leased Properties Playground Renewal - General Provisions	100,000	-	-	-	100,000	Deferred	5 - Procurement	Installation will be in Jul 26 due to operational requirement
Cricket Practice Net Renewal Program	100,000	-	-	-	-	On track	5 - Procurement	In procurement
AFL Goals Renewal Program	15,000	10,000	5,835	4,165	4,205	On track	7 - In progress	Installation change of season Apr 2026
Bicycle Network								
Bicycle Network	99,791	19,791	18,572	1,219	82,392	On track	6 - In external / stakeholder consultation	
Bicycle Network - Travel Smart Actions	35,111	-	2,751	(2,751)	-	-	1 - Not started	
Rights of Way Rehabilitation Program								
Rights of Way Rehab Program	185,933	129,000	113,372	15,628	-	On track	7 - In progress	Works in progress
Parks Irrigation Upgrade and Renewal Program								
Groundwater Bore and Pump Renewal - General Provision	120,000	25,000	23,342	1,658	45,014	On track	3 - In planning	Renewals as required
Street Lighting Renewal Program								
Street Lighting Upgrade Program	30,000	30,000	27,868	2,132	-	On track	7 - In progress	Works in progress
Robertson Park Development Plan - Stage 2								
Dog & Leisure park	51,542	30,000	28,022	1,978	-	On track	4 - In design	Designing new nature-based play & outdoor exercise equipment area
Greening Program - Robertson Park Stage 2	260,000	-	-	-	-	On track	5 - Procurement	In procurement
Infrastructure Assets Total	***13,197,515***	***7,937,976***	***7,019,644***	***918,332***	***2,999,968***			
Total	***22,975,738***	***11,787,021***	***10,809,078***	***977,943***	***5,298,718***			

Summary	**Revised Budget 2026FY**	**YTD Budget**	**YTD Actual**	**Remaining Budget**
	$	$	$	$
Land and Buildings	7,139,900	3,171,087	3,140,670	56.01%
Furniture and Equipment	699,323	227,958	254,747	63.57%
Plant and Equipment	1,939,000	450,000	394,017	79.68%
Infrastructure Assets	13,197,515	7,937,976	7,019,644	46.81%
Total	**22,975,738**	**11,787,021**	**10,809,078**	**52.95%**

Funding	**Revised Budget 2026FY**	**YTD Budget**	**YTD Actual**
	$	$	$
Own Source Funding - Municipal	13,966,227	6,633,396	7,047,161
Cash Backed Reserves	4,373,612	1,557,144	1,433,078
Capital Grants, Contributions and Loans	4,078,089	2,838,671	2,086,809
Other (Disposals/Trade In)	557,810	757,810	242,030
Total	**22,975,738**	**11,787,021**	**10,809,078**

CITY OF VINCENT
NOTE 6 - CASH BACKED RESERVES
AS AT 28 FEBRUARY 2026

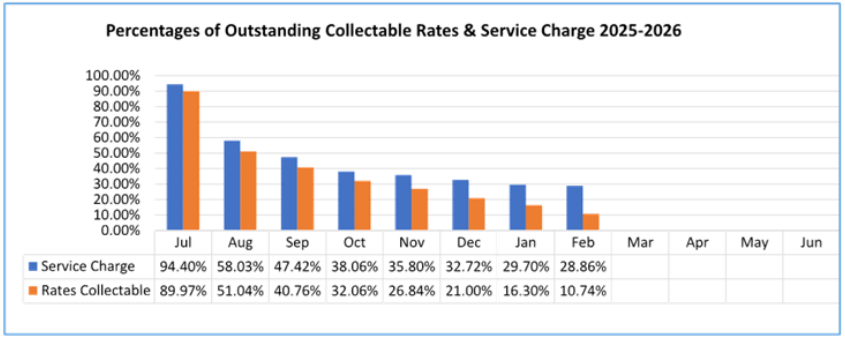
Reserve Particulars	Revised Budget Opening Balance 1/07/2025	Actual Opening Balance 1/07/2025	Budget Transfers to Reserve 28/02/2026	YTD Actual Transfers to Reserve 28/02/2026	Budget Interest Earned 28/02/2026	YTD Actual Interest Earned 28/02/2026	Budget Transfers from Reserve 28/02/2026	YTD Actual Transfers from Reserve 28/02/2026	Budget Closing Balance 28/02/2026	Actual Closing Balance 28/02/2026
	$	$	$	$	$	$	$	$	$	$
Asset Sustainability Reserve	10,251,888	10,251,888	615,000	611,461	209,585	304,932	(1,171,800)	(1,055,773)	9,904,673	10,112,508
Beatty Park Leisure Centre Reserve	202,805	202,805	0	0	4,507	6,123	0	0	207,312	208,929
Cash in Lieu Parking Reserve	828,286	828,286	0	0	7,423	11,135	(307,500)	(299,479)	528,209	539,942
Hyde Park Lake Reserve	184,697	184,697	0	0	3,999	5,628	0	0	188,696	190,324
Land and Building Acquisition Reserve	340,403	340,403	0	0	6,949	10,373	0	0	347,352	350,775
Leederville Oval Reserve	146,187	146,187	36,733	33,990	680	1,094	(75,344)	(75,344)	108,256	105,927
Loftus Community Centre Reserve	157,564	157,564	0	0	3,736	4,803	0	0	161,300	162,367
Loftus Recreation Centre Reserve	163,995	163,995	48,784	48,036	3,801	4,505	0	0	216,580	216,536
Office Building Reserve - 246 Vincent Street	228,001	228,001	0	0	5,070	6,948	0	0	233,071	234,949
Parking Facility Reserve	120,954	120,954	0	0	2,291	3,685	0	0	123,245	124,639
Percentage For Public Art Reserve	296,683	296,683	0	0	5,608	7,814	0	0	302,291	304,496
POS reserve - General	1,531,903	1,531,903	50,840	45,240	32,028	46,689	0	0	1,614,771	1,623,833
POS reserve - Haynes Street	148,146	148,146	30,034	29,780	3,543	4,492	0	0	181,723	182,418
State Gymnastics Centre Reserve	88,135	88,135	9,376	9,304	1,390	2,236	(2,500)	(2,482)	96,401	97,193
Strategic Waste Management Reserve	385,711	385,711	69,000	66,667	8,313	11,762	0	0	463,024	464,140
Catalina Land Sales Reserve	12,171,329	12,171,329	2,916,666	2,916,667	256,801	371,224	0	0	15,344,796	15,459,220
Underground Power Reserve	2,685,083	2,685,083	0	0	55,876	81,830	0	0	2,740,959	2,766,913
	29,931,770	**29,931,770**	**3,776,433**	**3,761,145**	**611,600**	**885,273**	**(1,557,144)**	**(1,433,078)**	**32,762,659**	**33,145,110**

CITY OF VINCENT
NOTE 7 - RECEIVABLES (RATING & OTHER DEBTORS)
FOR THE MONTH ENDED 28 February 2026

CITY OF VINCENT

Rates & Service Charge Outstanding

	Total
Balance from Previous Year	891,273
Rates Levied - Initial	46,505,415
Rates Levied - Interims	89,404
Rates Waived	(143,262)
Rates Concessions	(33,450)
Service Charges Levied	7,019,275
Non Payment Penalties	605,560
Other Rates Revenue	191,145
Total Rates Collectable	**55,125,358**
Outstanding Rates	5,166,723
Outstanding Service Charge - Current	233,717
Service Charge Rebates Not Yet Claimed	342,751
ESL Debtors	482,207
Pensioner Rebates Not Yet Claimed	614,873
ESL Rebates Not Yet Claimed	30,607
Deferred Rates Debtors	(455,364)
Current Rates Outstanding	**6,415,514**



Receivable - Other Debtors

DESCRIPTION	30 Days	60 Days	90 Days	OVER 90 DAYS	BALANCE
	$	$	$	$	$
	8,294	471	3,900	2,060	14,726
DEBTOR CONTROL - HEALTH LICENCES	0	0	0	38,743	38,743
DEBTOR CONTROL - RUBBISH CHARGES	70,717	15,001	4,425	(10,340)	79,803
DEBTOR CONTROL - PROPERTY INCOME	1,408	0	0	930	2,337
DEBTOR CONTROL - BEATTY PARK LEISURE CENTRE	1,083	218	0	0	1,301
DEBTOR CONTROL - POOL FEES	443,553	0	0	54,227	497,780
DEBTOR CONTROL - % ART CONTRIBUTIONS	253	0	38	464	755
DEBTOR CONTROL - PLANNING SERVICES FEES	0	(185,120)	105,389	135,920	56,189
DEBTOR CONTROL - GST	245,565	111,310	69,710	2,650,205	3,076,790
DEBTOR CONTROL - INFRINGEMENT	0	0	0	(640,649)	(640,649)
PROVISION FOR DOUBTFUL DEBT (CURRENT)	0	0	0	(96,291)	(96,291)
IMPAIRMENT OF RECEIVABLES	**770,874**	**(58,120)**	**183,462**	**2,135,268**	**3,031,484**
TOTAL DEBTORS OUTSTANDING AS AT 28/02/2026	**25.4%**	**-1.9%**	**6.1%**	**70.4%**	**100.0%**
					73,363
ACCRUED INCOME					894,962
ACCRUED INTEREST					581,100
PREPAYMENTS					283,534
RECEIVABLES - EMPLOYEE PROVISIONS - CURRENT					162,500
LEASE INCENTIVE - NON CURRENT					**5,026,944**
TOTAL TRADE AND OTHER RECEIVABLES					

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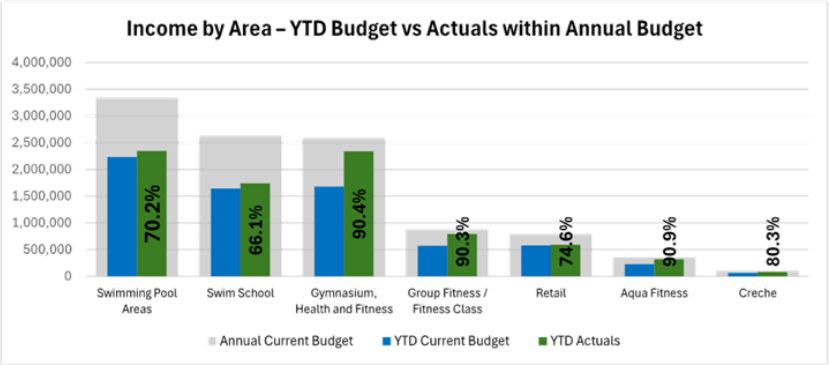
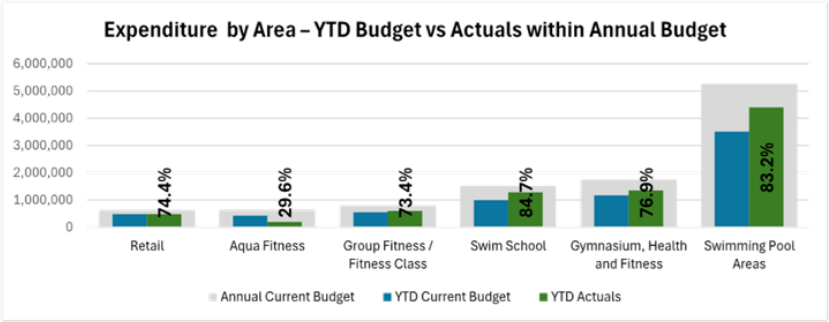
CITY OF VINCENT
NOTE 8 - BEATTY PARK LEISURE CENTRE FINANCIAL ACTIVITY
AS AT 28 FEBRUARY 2026

	Annual Current Budget FY25-26 $	YTD Current Budget Feb-26 $	YTD Actuals Feb-26 $
OPERATING ACTIVITIES			
Revenue	10,840,517	6,278,812	6,540,801
Expenses	(11,216,042)	(6,628,371)	(6,884,874)
Net Operating Surplus/(Deficit)	**(375,525)**	**(349,559)**	**(344,074)**
Non-cash amounts excluded	(1,756,851)	(1,024,828)	(1,148,718)
Amount attributable to operating activities	**1,381,326**	**675,269**	**804,645**
INVESTING ACTIVITIES			
Capital expenditure	(1,658,221)	(1,170,577)	(1,078,527)
Amount attributable to investing activities	**(1,658,221)**	**(1,170,577)**	**(1,078,527)**
FINANCING ACTIVITIES			
Repayment of borrowings	(1,776,541)	(1,551,124)	(1,516,447)
Amount attributable to financing activities	**(1,776,541)**	**(1,551,124)**	**(1,516,447)**
Net current assets at Feb 25 - surplus/(deficit)	**(2,053,436)**	**(2,046,432)**	**(1,790,330)**





7.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 FEBRUARY 2026 TO 28 FEBRUARY 2026

Attachments:

1. **February 2026 - Payments by EFT and Payroll**
2. **February 2026 - Payments by Direct Debits**
3. **February 2026 - Payments by Cheques**
4. **February 2026 - Payments by Fuel Cards**

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 01 February 2026 to 28 February 2026 as detailed in Attachments 1, 2, 3 and 4 as summarised below:

EFT payments, including payroll		**$ 5,321,239.36**
Direct debits, including credit cards		**$ 589,047.47**
Cheque	**82816-82819**	**$ 772.55**
Total payment for February 2026		**$ 5,911,059.38**

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 01 February 2026 to 28 February 2026.

DELEGATION:

Regulation 13(1) and (3) of the *Local Government (Financial Management) Regulations 1996* requires that a list of accounts A list prepared under sub regulation (1) is to be presented to Council at the next ordinary meeting of Council after the list is prepared.

BACKGROUND:

Council has delegated to the Chief Executive Officer (Delegation No. 2.2.18) the power to make payments from the City's Municipal and Trust funds.

In accordance with *Regulation 13(1)* of the *Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

The list of accounts paid must be recorded in the minutes of the Council Meeting.

DETAILS:

The Schedule of Accounts paid for the period 01 February 2026 to 28 February 2026, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT Payments	3285 - 3293	$3,514,720.62
Payroll by Direct Credit	February 2026	$1,806,518.74
Sub Total		**$5,321,239.36**
Cheques	82816-82819	$772.55
Sub Total		**$772.55**
Direct Debits (including Credit Cards)		
Lease Fees		$ 25,705.24
Loan Repayments		$ 526,508.83
Bank Charges – CBA		$ 21,473.06
Credit Cards		$ 15,360.34
Sub Total		**$ 589,047.47**
Total Payments		**$5,911,059.38**

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Regulation 12(1) and (2) of the *Local Government (Financial Management) Regulations 1996:*

"12. Payments from municipal fund or trust fund, restrictions on making

(1) A payment may only be made from the municipal fund or the trust fund —

- *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
- *otherwise, if the payment is authorised in advance by a resolution of Council.*

(2) Council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to Council."

Regulation 13(1) and (3) of the *Local Government (Financial Management) Regulations 1996:*

"13. Lists of Accounts

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –

- *the payee's name; and*
- *the amount of the payment; and*
- *the date of the payment; and*
- *sufficient information to identify the transaction.*

(3) A list prepared under sub regulation (1) is to be —

- *presented to Council at the next ordinary meeting of Council after the list is prepared; and*
- *recorded in the minutes of that meeting."*

RISK MANAGEMENT IMPLICATIONS

Low: Management systems are in place that establish satisfactory controls, supported by the internal and external audit functions. Financial reporting to Council increases transparency and accountability.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Innovative and Accountable

We embrace good ideas or innovative approaches to our work to get better outcomes for Vincent and our community.

Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction

We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible

We engage with our community so they are involved in what we are doing and how we are meeting our goals.

SUSTAINABILITY IMPLICATIONS:

Expenditure covered in this report includes various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

PUBLIC HEALTH IMPLICATIONS:

Expenditure covered in this report includes various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

All municipal fund expenditure included in the list of payments is in accordance with Council's annual budget.

Authorisation of Expenditure for the Period February 2026 (Payee A-Z)			
Payment Date	Payee	DESCRIPTION	AMOUNT
6/02/2026	A1 Locksmiths WA Pty Ltd	Repairs and servicing	$ 220.00
6/02/2026	Aaron Griffiths	Reimbursement - Reward and Recognition for team	$ 76.95
6/02/2026	ABC	Supply and lay hot asphalt various locations	$ 32,443.40
20/02/2026	ABC	Supply and lay hot asphalt various locations	$ 18,425.00
6/02/2026	ABC Distributors (WA) Pty Ltd	Interleaved Hand Towel	$ 2,065.14
6/02/2026	Access Icon Pty Ltd	Wheel Stop 1700x170x100mm - Eng Ops	$ 1,378.30
6/02/2026	Acrodyne Pty Ltd	Replace waste water flow meter.	$ 3,353.98
20/02/2026	Afgri Equipment Australia Pty	Repairs and maintenance	$ 2,979.19
13/02/2026	Alexandra Castle	February 2026 -Meeting attendance and deputy mayor allowance fee	$ 3,646.48
6/02/2026	ALH Group	Refund of overpayment for Food Premises	$ 530.00
20/02/2026	Alinta Sales Pty Ltd	Gas charges - various locations	$ 146.00
20/02/2026	Alison Austin	Fitness instructor fees	$ 577.20
13/02/2026	Alison Xamon and Luke Edwards	February 2026 -Meeting attendance and Mayor allowance fee	$ 8,820.08
13/02/2026	Alison Xamon and Luke Edwards	Reimbursement for fuel and parking expenses	$ 207.45
6/02/2026	Allflow Industrial Australia P	Custom Fabricated Silt basket	$ 699.16
20/02/2026	Allflow Industrial Australia P	Service for oil water seperator	$ 255.75
6/02/2026	Allpipe Technologies	Light Fleet Replacement Program FY 2025-	$ 6,548.30
6/02/2026	Allstate Kerbing	Kerbing services	$ 22,588.67
6/02/2026	Alsco Pty Ltd	Monthly mat changeover at BPLC -January 2026	$ 1,039.52
20/02/2026	Alsco Pty Ltd	Legal fee	$ 74.38
20/02/2026	Alysha & Timothy Mayes	Governance institute - event for Feb 2026	$ 560.00
6/02/2026	Ambergold Holdings Pty Ltd	Refund of overpayment for Food Premises	$ 292.50
6/02/2026	Ammon Wilkes	Refund of Leederville Oval Parking Permit	$ 185.00
20/02/2026	Ampol Australia Petroleum Pty	January 2026 - Fuel and Oil	$ 25,878.22
20/02/2026	Andrew Kailis	Refund of infrastructure bond	$ 3,000.00
6/02/2026	Anna Cappelletta	Fitness instructor fees	$ 2,652.00
6/02/2026	Anne-Rose Banham	Fitness instructor fees	$ 625.00
6/02/2026	APARC Pty Ltd	Licence , maintenance and hosting services ticket machines , sensors , credit card testing	$ 43,450.41
20/02/2026	APARC Pty Ltd	Licence , maintenance and hosting services ticket machines , sensors , credit card testing	$ 11,726.69
20/02/2026	Apollo Health Pty Ltd	Medical checkup staff	$ 310.00
20/02/2026	Aqueo Import & Distribution Pt	Havaians sale for retail shop	$ 2,510.64
20/02/2026	Arend Verburg	Fitness instructor fees	$ 1,144.00
20/02/2026	ARMA Group Holdings Pty Ltd	Debt recovery services	$ 457.60
6/02/2026	Aron Attiwell	Grant for the City of Vincent Film Project	$ 5,500.00
6/02/2026	Arthur D Riley & Co Pty Ltd	ADR Monthly support TicketOr2 Licensing	$ 5,955.62
20/02/2026	Artisan Alley Pty Ltd	Catering services	$ 630.30
20/02/2026	Arup Australia Services Pty Lt	Highgate Precinct Wide Traffic Analysis	$ 36,443.55
13/02/2026	Ashlee La Fontaine	February 2026 - Meeting attendance fee	$ 2,168.33
13/02/2026	Ashley Wallace	February 2026 - Meeting attendance fee	$ 2,168.33
20/02/2026	Asphaltech Pty Ltd	Asphalt supplies	$ 64,174.72
6/02/2026	Astute Technical Solutions Pty	Mt Claremont Depot gate set up	$ 20,625.00
20/02/2026	Australia Post	Postage service for January 2026	$ 457.01
20/02/2026	Australian HVAC Services	Air-conditioning maintenance - various locations	$ 23,597.74
6/02/2026	Australian HVAC Services	Air-conditioning maintenance - various locations	$ 21,512.28
6/02/2026	Australian Services Union	Payroll deductions	$ 159.00
6/02/2026	Australian Taxation Department	Payroll deductions	$ 257,871.00
20/02/2026	Award Irrigation Pty Ltd	Locating services	$ 1,320.00
6/02/2026	Award Irrigation Pty Ltd	Electrical services - Robertson Park	$ 627.00
20/02/2026	Beamafilm Pty Ltd	Beamafilm Transactional Subscription	$ 193.60
6/02/2026	Bing Technologies Pty Ltd	Printing services	$ 13,101.37
20/02/2026	Bladerunner Trust	Skid steer works - various locations	$ 9,603.00
6/02/2026	Bladerunner Trust	Skid steer works - various locations	$ 3,069.00
6/02/2026	Blueline Holdings T/A My Best	Vet services - December 2025 & January 2026	$ 1,660.00
6/02/2026	Boc Gases Australia Limited	Supply of pool chemicals and oxygen c size	$ 891.64
6/02/2026	Boldstar Enterprises	Venue hire and catering for CoV Film Project	$ 263.00
6/02/2026	Boral Construction Materials G	Supply of concrete	$ 1,056.69
6/02/2026	BPA Consultants Pty Ltd	Stage 1B Civil Engineer Contract Admin / Inspection	$ 810.70
20/02/2026	Bradley Nicholas	Refund of infrastructure bond	$ 275.00
20/02/2026	Brendan James Retter	Rates refund	$ 97.34
20/02/2026	Brilliant Brains Co. Inc	Donation	$ 250.00
6/02/2026	Briskleen Supplies	Changeover of sanitary and nappy bins at BPLC	$ 1,553.43
20/02/2026	Briskleen Supplies	Supply of washroom consumables - BPLC	$ 1,000.62
20/02/2026	Brittany Hilhorst-East	Refund of BPLC membership fee	$ 150.48
20/02/2026	Buildwell Group Pty Ltd	Refund of infrastructure bond	$ 2,000.00
6/02/2026	Bunnings Group Limited	Hardware and plant supplies	$ 1,130.34
20/02/2026	Bunnings Group Limited	Hardware and plant supplies	$ 713.39
13/02/2026	C & A Poulios	February 2026 - Meeting attendance fee	$ 2,168.33
13/02/2026	C & A Poulios	Refund of nomination bond	$ 100.00
6/02/2026	C & S Race	Refund of dog registration fee	$ 150.00
6/02/2026	C Hosking and C M South	Facilitation payment for mindful mandala	$ 700.00
6/02/2026	c2pr Group Pty Ltd	Security operations support &adhoc consultancy	$ 11,726.00

20/02/2026	Call Associates Pty Ltd	December 2025 - Monthly fee	$	3,527.26
20/02/2026	Cameron Chisholm & Nicol (WA)	Consultancy services	$	7,260.00
6/02/2026	Carmel Rankin	Refund of BPLC membership fee	$	569.85
6/02/2026	Catherine Kosick	Reimbursement for BPLC	$	136.38
6/02/2026	CDM Australia Pty Ltd	IT hardware supplies	$	861.30
6/02/2026	CEI Pty Ltd	Library supplies	$	142.73
6/02/2026	Chinta Designs Pty Ltd atf the	Refund of overpayment for Food Business	$	721.74
6/02/2026	Choiceone Pty Ltd	Hire of agency staff	$	19,868.02
20/02/2026	Choiceone Pty Ltd	Hire of agency staff	$	5,096.25
20/02/2026	Christou Design Group Pty Ltd	DRP meeting and advice	$	660.00
6/02/2026	City Of Perth	Building Archive Retrievals 2025 / 2026	$	149.84
6/02/2026	City of South Perth Municipal	December 2025 - Impound cat fees	$	480.80
20/02/2026	City of Stirling	Meals on wheels & processing of disposal of waste	$	998.85
6/02/2026	City of Swan Municipal Fund Ac	2 Book club membership fee -2026	$	268.00
20/02/2026	City of Vincent	Superannuation payments	$	192,042.48
12/02/2026	City of Vincent	International fee for - Software Patch management - 1 year subcription to Patch my PC	$	4,574.50
25/02/2026	City of Vincent	Superannuation payments	$	3,317.39
6/02/2026	City of Vincent	Payroll deductions	$	1,011.94
6/02/2026	City of Vincent Social Club	Payroll deductions	$	158.00
20/02/2026	Civil Engineering Assignments	Assistance with Design & Drafting for MR	$	5,489.57
20/02/2026	Clare V Dobson	Reimbursement for C &BS strategy check in	$	79.96
20/02/2026	Classic Tree Services Pty Ltd	Tree works and pruning services	$	34,491.60
6/02/2026	Classic Tree Services Pty Ltd	Tree works and pruning services	$	1,375.00
6/02/2026	Claudia Scalisi	Fitness instructor fees	$	298.40
20/02/2026	Claudia Scalisi	Fitness instructor fees	$	80.00
20/02/2026	CLBUCKLER	Catering services	$	221.80
20/02/2026	Club Fed Pty Ltd T/as Evolve E	Facilitator payment for off the cuff impromptu speaking	$	1,050.00
20/02/2026	Cockburn Party Hire	Vincent AGM 2025 - Furniture Hire	$	600.25
6/02/2026	Cockburn Party Hire	Citizenship chair hire	$	485.00
20/02/2026	Comex Civil	Litis stadium - site cleaning and create temporary bus parking bay	$	4,015.00
20/02/2026	Commercial Aquatics Australia	January 2026- Monthly charges	$	594.00
20/02/2026	Compu-Stor	Off-site Storage and Digitisation 2025	$	384.67
6/02/2026	Connect Services	Supply CTS-01 Portable Trailer	$	27,912.50
6/02/2026	Contra-Flow Pty Ltd	Traffic management - various locations	$	30,673.97
20/02/2026	Contra-Flow Pty Ltd	Traffic management - various locations	$	11,288.71
20/02/2026	Conveyancing WA Pty Ltd	Rates refund	$	2,077.93
6/02/2026	Cora Bikerack Pty Ltd	Bike rack supplies	$	1,779.80
6/02/2026	Corsign WA	Supply of signs	$	10,387.30
20/02/2026	Corsign WA	Supply of signs	$	79.20
6/02/2026	Courtney Saffron	Refund of infrastructure bond	$	1,000.00
6/02/2026	Craig Wilson	Refund of dog registration fee	$	150.00
6/02/2026	Cromag Pty Ltd t/as Sigma Telf	Supply of pool chemicals	$	2,954.38
20/02/2026	Cromag Pty Ltd t/as Sigma Telf	Supply of pool chemicals	$	2,123.77
6/02/2026	CSE Crosscom Pty Ltd	6 x U knob (volume switches)	$	92.40
6/02/2026	CTI Security Services Pty Ltd	Mobile patrol call outs - varoious locations	$	894.24
20/02/2026	CTI Security Services Pty Ltd	Mobile Patrols/callouts 244 Vincent St	$	176.00
20/02/2026	CVP Electrical Co	Heatsink fan kit	$	879.12
6/02/2026	CW & SC Dearman	Fitness instructor fees	$	608.40
20/02/2026	Cygnet West Pty Ltd ATF The Ch	Consultancy services-December 2025- January 2026	$	7,529.50
6/02/2026	D John Inglis T/A Aline Brickp	Weekly footpath maintenance various locations	$	6,160.00
6/02/2026	D&L Studio Pty Ltd	Name Badges	$	27.72
20/02/2026	Daniela Toffali	Fitness instructor fees	$	582.40
6/02/2026	DAPTH	January 2026 Website support services	$	2,117.50
6/02/2026	David Robinson	Refund of infrastructure bond	$	1,000.00
6/02/2026	Denise Ripper	Refund of dog registration fee	$	150.00
6/02/2026	Department of Local Government	Refund of Levy Collection fee	$	12,990.15
6/02/2026	Department of Social Serivces	Payroll deductions	$	1,623.69
20/02/2026	Department of the Premier and	Local planning scheme no 2- amendment	$	350.00
6/02/2026	Dept of Finance RevWA EFT Depa	Refund ESL Rebate	$	4,956.21
6/02/2026	Design Right	Desing works and progress claim payments for depot at john XXIII	$	9,900.00
20/02/2026	Design Right	Desing works and progress claim payments for depot at john XXIII	$	2,200.00
20/02/2026	Devco Builders	Repairs and Maintenance - North Perth Community Centre	$	30,269.07
20/02/2026	Devco Builders	Repairs and maintenance - John XXII Avenue	$	14,504.44
20/02/2026	Devco Builders	Repairs and Maintenance - Leederville Oval	$	13,057.00
6/02/2026	Devco Builders	Repairs and Maintenance - BPLC	$	8,798.78
20/02/2026	Devco Builders	Repairs and Maintenance - Works Depot	$	5,038.00
6/02/2026	Devco Builders	Repairs and Maintenance - Depot	$	572.00
6/02/2026	Devco Builders	Repairs and Maintenance - Library	$	512.82
6/02/2026	Dismantle Main Account	General maintenance	$	792.00
20/02/2026	Dismantle Main Account	General maintenance	$	352.00
6/02/2026	Diverseco	Calibrate weighing scales on truck	$	1,625.25
20/02/2026	DNX Energy	Completion of 2025 EGR and LGC creation for solar power generation at BPLC	$	1,305.30
20/02/2026	Dominic Snellgrove	DRP meeting and advice	$	300.00
6/02/2026	Donegan Enterprises Pty Ltd	January 2026 Playground repairs and maintainence	$	4,422.00

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6/02/2026	Donegan Enterprises Pty Ltd	Brentham: x4 Pommell Seat with chain	$	2,288.00
20/02/2026	Donegan Enterprises Pty Ltd	January 2026 - Monthly inspection various locations	$	495.00
6/02/2026	Donna J Dama	Fitness instructor fees	$	270.40
6/02/2026	Duncan Charles Phillips	GIS Consulting Services	$	8,882.50
20/02/2026	E Bentley	Reimbursement - Purchase of yoga straps	$	204.82
20/02/2026	E Bentley	Reimbursement for - Les Mills Quarterly workshop	$	202.81
20/02/2026	Eagers WA Pty Ltd	Repairs and maintenance	$	3,308.00
20/02/2026	Eamco Pty Ltd t/as EOS Electri	Electrical services - various locations	$	2,842.02
6/02/2026	Eamco Pty Ltd t/as EOS Electri	Electrical services - various locations	$	2,407.35
20/02/2026	Economic Development Australia	2026- EDA national roadshow	$	1,650.00
6/02/2026	Edison Property	Rates refund	$	2,045.64
6/02/2026	Eftsure Pty Ltd	Subscription Annual Renewal	$	13,243.65
20/02/2026	ELECTRICITY GENERATION AND RET	Electricity charges - various locations	$	77,967.24
6/02/2026	ELECTRICITY GENERATION AND RET	Electricity charges - various locations	$	15,590.45
6/02/2026	Elite Commercial Fittings	Refund of infrastructure bond	$	3,000.00
13/02/2026	ER NG Woolf	February 2026 - Meeting attendance fee	$	2,168.33
6/02/2026	ES Vincent	Payroll deductions	$	8,324.97
6/02/2026	Estelle Hottes	Refund of building permit	$	171.65
6/02/2026	Falconet Pty Ltd	Repairs and maintenance	$	729.00
20/02/2026	Finestone Investments Pty Ltd	Plumbing services - various locations	$	11,889.61
6/02/2026	Finestone Investments Pty Ltd	Plumbing services - various locations	$	2,541.81
6/02/2026	Fiona G Moran	Refund of infrastructure bond	$	3,000.00
6/02/2026	Flexi Staff Group Pty Ltd	Hire of agency staff	$	11,518.64
20/02/2026	Flexi Staff Group Pty Ltd	Hire of agency staff	$	6,163.31
20/02/2026	Flick Anticimex Pty Ltd	Pest control services - various locations	$	1,218.53
6/02/2026	Flick Anticimex Pty Ltd	Pest control services - various locations	$	960.86
6/02/2026	Focus Networks	Managed Proactive services - Schedule 7	$	29,293.00
20/02/2026	Focus Networks	Monthly Subscription Huntress managed services	$	27,313.00
6/02/2026	Focus Networks	Replacement and additional Ruckus Wireless	$	23,364.28
6/02/2026	Focus Networks	Focus Networks - Additional Project Blocked hours	$	11,220.00
6/02/2026	Focus Networks	Database automation Script - Civica altitude	$	3,707.00
6/02/2026	Focus Networks	Ad hoc - Remote support work - 28.12.25	$	253.00
6/02/2026	Forouzan Gozarghahi	Refund of BPLC membership fee	$	91.16
20/02/2026	Fremantle Freelance	Screening licence - Black Cockatoo Crisis	$	500.00
20/02/2026	FVS Fire Pty Ltd	Inspection and service for fire detection systems - various locations	$	5,205.84
6/02/2026	FVS Fire Pty Ltd	Inspection and service for fire detection systems - various locations	$	867.13
6/02/2026	George Seal	Refund of infrastructure bond	$	275.00
20/02/2026	GHD Pty Ltd	Drainage works for lake Gallup	$	3,141.60
6/02/2026	Ginga Mount Hawthorn	Citizenship ceremony function	$	2,200.00
6/02/2026	Gladwell Enterprises Pty Ltd	Traffic counts on carr st	$	150.00
6/02/2026	Go Doors Pty Ltd	BPLC repairs and maintenance	$	1,899.75
20/02/2026	Go Doors Pty Ltd	Door repairs and maintenance	$	404.01
6/02/2026	Goldpin Corporation Pty Ltd	Cycle studio repairs and maintenance	$	86.48
20/02/2026	Golly Investments	Catering for PICG CEO group meeting	$	329.99
6/02/2026	Gordana Discerni	Rates refund	$	710.57
6/02/2026	Grand Century Homes	Refund of building permit	$	6,302.00
20/02/2026	Greenland Legal Pty Ltd	Refund microbusiness waste services FY 2025-26	$	296.55
20/02/2026	Guardian Tactile Systems Pty L	Tactile pavers and adhesive	$	1,339.37
20/02/2026	Gypsum Solutions	Purchase Way Funky items for resale in Retail Store	$	405.24
20/02/2026	Hart Sport Australia Pty Ltd	Skipping Rope 2.7m Red Handles	$	196.00
6/02/2026	Hays Personnel Services (Austr	Hire of agency staff	$	10,666.71
20/02/2026	Hays Personnel Services (Austr	Hire of agency staff	$	3,708.84
6/02/2026	Health Insurance Fund of Austr	Payroll deductions	$	209.60
6/02/2026	Helena Sandford	Rebate for reusable gift wrapping	$	10.10
6/02/2026	Henry Clarke	Singer - January 2025 for Citizenship ceremony	$	385.00
20/02/2026	Huynh Vang Thi	Reimbursement - CPR Training course	$	85.00
20/02/2026	Iconic Property Services Pty L	Cleaning services - various locations	$	54,079.22
6/02/2026	Insight Enterprises Australia	Azure plan consumption - December2025	$	301.86
20/02/2026	Institute of Public Administra	Training and workshop	$	588.50
6/02/2026	J Blackwood & Son Ltd	Hardware supplies	$	1,446.25
20/02/2026	J Blackwood & Son Ltd	Hardware supplies	$	70.36
6/02/2026	J K Hopkins	New Chairs for Community & Business Services	$	6,642.00
20/02/2026	James Chung	Fitness instructor fees	$	660.40
6/02/2026	James Chung	Fitness instructor fees	$	592.80
6/02/2026	James De Leo	Local history photo awards prize	$	250.00
20/02/2026	Jessey Anderson-Ramsbottom	Reimbursement - Glass replacement cost COV	$	495.98
20/02/2026	JJ Richards & Sons	Monthly waste disposal various locations	$	1,499.28
6/02/2026	John Hanly	Refund of BPLC membership fee	$	387.00
6/02/2026	John Yeomans	Rates refund	$	113.11
6/02/2026	Jonas Leisure Pty Ltd	Service repairs and maintenance	$	605.00
6/02/2026	K.S.Black Pty Limited	Bore Development & Pump Servicing Program - Hyde P	$	5,285.50
20/02/2026	Karen Louise Rekowski T/As Kar	Rates refund	$	1,797.43
20/02/2026	Kasse M McCummiskey	Fitness instructor fees	$	473.20
6/02/2026	Kate Christianopoulos	Rates refund	$	1,809.73
6/02/2026	Katherine Larcombe	Reimbursement - CPR Training course	$	85.00

20/02/2026	Katie Lenhoff	Refund of infrastructure bond	$	3,000.00
6/02/2026	Kennards Hire	Hire of minor plant and machinery	$	1,418.60
20/02/2026	Kennards Hire	Hire of minor plant and machinery	$	172.80
6/02/2026	Keyseq Pty Ltd	Refund of building permit	$	123.30
20/02/2026	Kingdale Investments Pty Ltd	Uniform supplies	$	1,954.13
6/02/2026	KOR Equipment Solutions Pty Lt	New control panel for sucker truck	$	1,129.70
6/02/2026	Kristina Ignacio Gaceta	Rates refund	$	431.09
6/02/2026	KS Artelaris and JA Artelaris	Refund of infrastructure bond	$	3,000.00
6/02/2026	Kyocera Document Solutions Aus	Kyocera Printer Meter Readings	$	568.04
6/02/2026	L A Lacrimini	Reimbursement for register stamp	$	72.60
20/02/2026	Lalli Holdings Pty Ltd	Structural condition inspection , analysis and certification - MT Hawthorn Hall	$	2,750.00
6/02/2026	Laura & Hans Andersen	Installation and removal of banners	$	4,840.00
6/02/2026	Leo Heaney Pty Ltd	Tree works and pruning services & reticulation line cleaning	$	72,536.75
20/02/2026	Leo Heaney Pty Ltd	Tree works and pruning services & reticulation line cleaning	$	47,047.00
6/02/2026	Les Mills	Monthly fee - February 2026	$	1,496.13
20/02/2026	Leverock Pty Ltd	Purchase Way Funky items for resale in Retail Store	$	5,330.60
20/02/2026	LINEMARKING WA PTY LTD	Line marking maintenance - various locations	$	41,522.58
6/02/2026	LINEMARKING WA PTY LTD	Line marking maintenance - various locations	$	13,522.36
6/02/2026	Lisa Joy Sharp	Fitness instructor fees	$	338.00
20/02/2026	Liveable Group Pty Ltd	Tree pruning works and services	$	8,882.50
6/02/2026	Liveable Group Pty Ltd	Tree works and pruning services	$	1,631.85
20/02/2026	Living Turf	Supply and application of sports ground fertilzers	$	26,777.93
20/02/2026	LIZO Pty Ltd	Repairs and maintenance	$	39.00
6/02/2026	LKD Building Supplies Pty Ltd	Refund of infrastructure bond	$	3,000.00
6/02/2026	Local Government Professionals	Finance Professionals Conference 2026	$	1,660.00
20/02/2026	Local Government Professionals	Workshop and training	$	1,500.00
6/02/2026	Luna Palace Joint Venture	Black Cockatoo Crisis - Luna Cinema Hire	$	1,270.50
6/02/2026	Macdonald Johnston Engineering	Repairs and maintenance	$	2,358.57
20/02/2026	Mackay Urban Design	DRP meeting and advice	$	618.75
20/02/2026	Main Roads Operating	Roads to recovery programe , installation of signage and pavement marking - Farmer st	$	48,026.01
6/02/2026	Market Creations Agency Pty Lt	50 website support hours	$	9,350.00
6/02/2026	Mary Slater	Fitness instructor fees	$	145.60
6/02/2026	Masterprint Pty Limited	Printing services	$	44.00
6/02/2026	Matthew Biocich	Photography services	$	487.30
20/02/2026	McLeods Lawyers	Legal fee	$	2,105.40
6/02/2026	McLeods Lawyers	Legal advice	$	1,212.20
6/02/2026	Melissa Jayne Hudson	Refund of infrastructure bond	$	1,000.00
6/02/2026	Message4U Pty Ltd	January 2026 SMS Intergrating for Phoenix	$	316.53
6/02/2026	MGP REBA Trust	Rates refund	$	870.82
6/02/2026	Mindarie Regional Council	Processable and non processable waste	$	118,382.25
20/02/2026	Mindarie Regional Council	Processable and non processable wastes	$	88,712.14
6/02/2026	Mitchell David Hoad	Reimbursement for engagement surve	$	80.00
20/02/2026	More Than Print	Printing services	$	270.60
6/02/2026	Moses Lee	Rates refund	$	2,723.64
6/02/2026	Mr Matthew George Jajko	Fitness instructor fees	$	65.00
6/02/2026	Mrs Olivia Mae Everitt TA Oliv	Creative Australia grants	$	990.00
6/02/2026	Ms D Zuks	Photography services	$	297.00
20/02/2026	Murray Raynor	Redund for crossover subsidy	$	535.00
6/02/2026	Natural Area Holdings Pty Ltd	Hyde park revegetation	$	9,429.38
6/02/2026	NEXUS HOME IMPROVEMENTS	Refund of infrastructure bond	$	13,000.00
20/02/2026	Noma Pty Ltd	DRP meeting and advice	$	2,420.00
6/02/2026	Northsands Resources	Sand paving - January 2026	$	4,657.71
20/02/2026	Nyoongar Patrol Systems Inc	Nyoongar Outreach Services January 2026 to March 2026	$	13,750.00
6/02/2026	Officeworks Ltd	Office and Stationery supplies	$	514.31
20/02/2026	Officeworks Ltd	Office and Stationery supplies	$	193.36
6/02/2026	Omnicom Media Group Australia	Adoption of STRA - Public Notice	$	493.34
6/02/2026	Open Systems Technology Pty Lt	December 2025- Support professional services	$	3,850.00
20/02/2026	Open Systems Technology Pty Lt	December 2025- Microsoft Azure	$	1,465.46
20/02/2026	Open Systems Technology Pty Lt	Power automate per user plan - February 2026	$	1,011.97
6/02/2026	Optus Billing Services Pty Ltd	Mobile and internet charges various locations	$	4,478.24
20/02/2026	Oracle Surveys Pty Ltd	Boundary re establishment	$	6,083.00
20/02/2026	Osborne Autos Pty Ltd	Light Fleet Replacement Program	$	44,955.30
20/02/2026	Oxford Retail Pty Ltd	Printing services	$	255.00
6/02/2026	Oxford Retail Pty Ltd	Printing services	$	238.00
20/02/2026	P A Rojo Diaz	Fitness instructor fees	$	858.00
6/02/2026	Party on the Green	Rainbow Picnic 2025 - Mini Golf Hire	$	1,743.50
20/02/2026	Pases Aqua Pty Ltd	Hyder Park aerators inspection	$	800.00
10/02/2026	Payroll	Payroll deductions	$	904,921.80
11/02/2026	Payroll	Payroll deductions	$	9,386.22
24/02/2026	Payroll	Payroll deductions	$	892,210.72
6/02/2026	Pei-Chea Tran	Fitness instructor fees	$	270.40
6/02/2026	Penny O'Rourke	Reimbursement - CPR first aid training	$	160.00
20/02/2026	Pentland Pty Ltd - Speedo Aust	Purchase Way Funky items for resale in Retail Store	$	14,051.18
6/02/2026	Perth International Arts Festi	FY 2025-26 Event sponsorship - Casa Music	$	38,500.00

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6/02/2026	Perth Patio Magic	Refund of infrastructure bond	$	1,000.00
6/02/2026	Perth Sail Shades & Umbrellas	Remove and refit shade BPLC	$	418.00
20/02/2026	Phase3 Landscape Construction	Progress claim #11 - Robertson Park	$	450,752.81
6/02/2026	PJA Holdings (Australia) Pty L	Inner city 40 km/hr - Project management	$	3,421.00
6/02/2026	Pretone Graphics	Printing services	$	198.00
6/02/2026	PriceMark Pty Ltd	1000 green fobs for swim school	$	1,339.80
6/02/2026	Print and Sign Co	Printing services	$	4,612.85
20/02/2026	Print and Sign Co	Printing services	$	125.40
20/02/2026	Pro Turf Services	Repairs and maintenance	$	1,419.00
13/02/2026	R Wheadon R Hendon	February 2026 - Meeting attendance fee	$	2,168.33
13/02/2026	R Wheadon R Hendon	Refund of nomination bond	$	100.00
6/02/2026	R&N Stagno	Crossover subsidy	$	585.00
20/02/2026	RAC Motoring	Service and maintenance	$	110.00
6/02/2026	RAC Motoring	Service and maintenance	$	10.19
6/02/2026	Rachel Freitas	Fitness instructor fees	$	240.00
6/02/2026	Rada Mirceta	Gym cleaning services	$	14,980.00
20/02/2026	Rada Mirceta	Gym cleaning services	$	880.00
6/02/2026	Rebus Restrooms Pty Ltd	Beatty Park Reserve Toilet Facility	$	92,750.05
20/02/2026	Redimedico Legal Pty Ltd	Fit to work assessment	$	1,360.00
6/02/2026	Regents Commercial Trust Accou	Water charges for Lot 49 & Lot 50	$	674.40
20/02/2026	Regents Commercial Trust Accou	Rent adjustment - 14.02.26 to 28.02.26	$	183.81
6/02/2026	Remote Asset Inspection & Main	Supply operator and Ute for drainage truck for January 2026	$	7,920.00
6/02/2026	Remote Asset Inspection & Main	Drain inspection services	$	2,475.00
6/02/2026	Remote Asset Inspection & Main	CCTV inspections and locating services	$	1,188.00
6/02/2026	Repco Auto Parts	Battery for trailer and charges , supply of 5000 kg vehical stand	$	903.86
6/02/2026	Repeat Plastics WA	Supply of wheel stops and spikes	$	10,576.50
6/02/2026	Richard Harrison	Removal of beehive	$	250.00
6/02/2026	Right Metal Fencing	Litis Stadium Oval Chainmesh Fencing	$	22,850.08
6/02/2026	Rosemary O'Flaherty	Rates refund	$	1,039.54
20/02/2026	Roslyn Hill	Reimbursement for supplies for training	$	31.73
6/02/2026	S & S Massey	Milk supplies	$	381.60
6/02/2026	S E Hill	Reimbursement - Park Christmas Lunch	$	668.58
20/02/2026	S.A.S Locksmiths	Key cutting and lock maintenance service	$	43.01
6/02/2026	S.A.S Locksmiths	Key cutting and lock maintenance service	$	21.51
20/02/2026	Sam Sujatna	Facilitiator for Tai chi session	$	200.00
6/02/2026	Scarboro Motors Pty Ltd	Repairs and servicing	$	1,401.52
20/02/2026	Scarboro Motors Pty Ltd	Repairs and maintenance	$	330.00
6/02/2026	Scooteroo Perth Pty Ltd	2xElectric Scooter - Elektro Flash - 36V/13 Ah	$	2,398.00
6/02/2026	Sensorium Theatre Inc	Sensorium Theatre session of 'Here is the Sea Rhymetime	$	825.00
6/02/2026	Shaaron Taylor	Fitness instructor fees	$	390.00
20/02/2026	Shamir Australia	Safety Glasses - Razor	$	3,465.00
20/02/2026	Smoke and Mirrors Audio Visual	January 2026- Citizenship audio video hire	$	1,394.50
20/02/2026	Softwoods Timberyards	Refund of infrastructure bond	$	1,000.00
13/02/2026	Sophie M Greer	February 2026 - Meeting attendance fee	$	2,168.53
13/02/2026	Sophie M Greer	Refund of nomination bond	$	100.00
20/02/2026	Soul Gestures	Photography services	$	902.00
6/02/2026	Specialized Cleaning Group Pty	Hire of minor plant and machinery	$	1,096.59
20/02/2026	Specialty Timber Flooring WA	Annual resurfacing of timber floors - various locations	$	26,675.00
20/02/2026	Sport and Leisure Solutions	Facilities and Business Reveiw - BPLC	$	17,600.00
6/02/2026	St John Ambulance Western Aust	First aid kits and supplies	$	540.00
6/02/2026	Stiles Electrical & Communicat	Progress claim #4 - Litis Stadium Floodlighting upgrade	$	119,564.62
6/02/2026	StrataGreen	Garden equipment supplies	$	2,197.81
20/02/2026	StrataGreen	Garden equipment supplies	$	66.00
20/02/2026	Stuart J Smith	Refund of BPLC membership fee	$	92.48
6/02/2026	Subaru Osborne Park	Light Fleet Replacement Program	$	49,113.75
20/02/2026	Sun Bum	Sunscreen products for resale in the retail store	$	1,667.91
13/02/2026	Suzanne Worner	February 2026 - Meeting attendance fee	$	2,168.33
20/02/2026	Tactile Indicators Perth	Stikcrete Hazard	$	1,930.00
6/02/2026	Tamala Park Regional Council	October 2025 & December 2025 - Account for GST Payable and Receivable	$	35,089.96
6/02/2026	Tara Mazzulla	Fitness instructor fees	$	275.60
6/02/2026	Telstra Limited	Service and equipment rental	$	210.01
6/02/2026	Tempfence WA	Temporary fence hiring	$	330.00
6/02/2026	Tercel International (WA) Pty	Lightning protection System - stage 3 BPLC	$	15,263.60
6/02/2026	The BBQ Man	January 2026 - BBQ cleaning - various locations	$	4,405.22
6/02/2026	The BBQ Man	December 2025 - Outdoor artwork cleaning	$	935.00
20/02/2026	The BBQ Man	January 2026 - Oxford st reserve - pressure cleaning	$	660.00
6/02/2026	The Fruit Box Group Pty Ltd	Milk supplies	$	209.56
6/02/2026	The Royal Life Saving Society	Maintenance - Hyde Park water playground , Aids memorial services & pool lifegaurd licence renewal	$	5,374.55
20/02/2026	The Royal Life Saving Society	Maintenance - Hyde Park water playground , Aids memorial services & pool lifegaurd licence renewal	$	1,432.00
6/02/2026	Thomson Geer Perth General Off	Legal advice	$	2,156.00
6/02/2026	Tokyo Company Pty Ltd	Refund of overpayment for Food Premises	$	608.33
6/02/2026	Top Sheng Pty Ltd	Refund of overpayment for Food Premises	$	530.00
6/02/2026	Total Eden	Reticulation Parts	$	1,802.78

20/02/2026	Totally Workwear Mt Hawthorn	Uniform supplies	$	1,431.91
6/02/2026	Totally Workwear Mt Hawthorn	Uniform supplies	$	79.95
20/02/2026	Town of Cambridge	Long service leave reimbursement	$	6,779.64
20/02/2026	Transpacific Industries PL	140 lts, 240 Lts & 30 Lts residential and commercial bins collections and customer services charges	$	43,295.64
6/02/2026	Transpacific Industries PL	140 lts, 240 Lts & 30 Lts residential and commercial bins collections and customer services charges	$	22,464.65
20/02/2026	Trustee for Holdsworth Trust t	DRP meeting and advice	$	660.00
6/02/2026	TW Pearce and CL Pearce	Refund of infrastructure bond	$	3,000.00
20/02/2026	Urban Development Institute of	Seminar and events attendnace fee	$	825.00
6/02/2026	Urban Development Institute of	Seminar and events attendnace fee	$	165.00
6/02/2026	Urban Reticulation	Raglan road reticulation from Fitzgerald	$	1,600.50
20/02/2026	Urbis Pty Ltd	DRP meeting and advice	$	550.00
20/02/2026	V J McGuire	Citizenship Ceremony January 2026	$	605.00
6/02/2026	Vault Protective Security Serv	Security services at BPLC	$	3,927.00
20/02/2026	Vault Protective Security Serv	Supply of security services	$	1,980.00
20/02/2026	Veolia Recycling & Recovery Pt	General waste collections BPLC	$	3,034.36
20/02/2026	W.A. Limestone Co	19mm Limestone	$	1,680.79
6/02/2026	WA Library Supplies	Libraru supplies	$	143.70
20/02/2026	WA Local Government Associatio	Training and workshop	$	1,282.00
6/02/2026	Water Corporation	Water charges - various locations	$	11,983.56
20/02/2026	Water Corporation	Water charges - various locations	$	1,662.66
20/02/2026	Way Funky Company Pty Limited	Purchase Way Funky items for resale in Retail Store	$	16,328.62
20/02/2026	WC Convenience Management	January 2026 Exeloo maintenance - various locations	$	4,831.13
20/02/2026	Westbooks	Library book supplies	$	1,138.53
6/02/2026	Western Australian Land Inform	Online shop	$	32.60
20/02/2026	Western Australian Local Gover	Workers Compensation 30.06.24 to 30.06.25	$	83,083.50
6/02/2026	Western Metropolitan Regional	FOGO Processing	$	29,631.99
20/02/2026	Western Metropolitan Regional	FOGO Processing	$	27,797.25
6/02/2026	Westral Home Improvements	Supply and install venetian blinds	$	3,461.00
20/02/2026	West-Sure Group P/L	Cash collections - various locations - January 2026	$	2,275.90
6/02/2026	West-Sure Group P/L	Monthly cash collection - BPLC December 2025	$	192.50
6/02/2026	Winc Australia Pty Limited	Office and Stationery supplies	$	1,049.68
20/02/2026	Winc Australia Pty Limited	Office and Stationery supplies	$	852.78
6/02/2026	Woolworths Group Limited	Milk supplies	$	269.13
20/02/2026	Yifan Gai	Refund of dog registration fee	$	150.00
6/02/2026	Yolande Gomez	Fitness instructor fees	$	1,123.20
6/02/2026	Zettagrid Pty Ltd	Enterprise internet NBN	$	2,581.70
20/02/2026	Zipform	FY 2025-26 - 4th instalment notice	$	7,889.25
Grand Total			**$**	**5,321,239.36**

Creditors Report - Payments by Direct Debit				
01 February 2026 to 28 February 2026				
Credit Card Transactions for the Period -01 February 2026 to 28 February 2026				
Card Holder	***Date***	***Payee***	***Description***	***Amount***
CEO				
	12/02/2026	Wilson Parking Austral Fremantle Wa	CEO Parking - City of Bunbury Vision Workshop	$ 15.21
	12/02/2026	Australian Local Gov Deakin	Registration for Mayor Xamon -NGA, Canberra 2026	$ 1,594.00
	13/02/2026	Qantas Airways Limited Mascot	Mayor Flights - NGA Canberra - June 2026	$ 1,645.25
	16/02/2026	Cpp His Majestys Perth Wa	CEO Parking - WALGA President Farewell Event	$ 17.16
	23/02/2026	Cpp Citiplace Perth Wa	CEO Parking - Meeting with WAPC/DPLH - 190226	$ 13.12
	27/02/2026	Wanewsdti Osborne Parkwa	West Australian Newspaper Subscription - 26/02/26	$ 147.60
				$ 3,432.34
Executive Director Infrastructure and Engineering				
	4/02/2026	Ikea Perth Innaloo Wa	Ikea - Office consumables	$ 73.50
	11/02/2026	Subway Glendalough 260 Glendalough Wa	Rangers - Traffic Course - Catering	$ 128.00
	11/02/2026	Subway Glendalough 260 Glendalough Wa	Rangers - Traffic Course - Catering	$ 128.00
	12/02/2026	Asic Sydney Aus	ASIC - ABN Details	$ 100.00
	12/02/2026	Coles 0357 North Perth 06	Staff - Reward & Recognition	$ 50.00
	13/02/2026	Subway Glendalough 260 Glendalough Wa	Rangers - Traffic Course - Catering	$ 128.00
	16/02/2026	Subway Glendalough 260 Glendalough Wa	Rangers - Traffic Course - Catering	$ 128.00
	16/02/2026	Subway Glendalough 260 Glendalough Wa	Rangers - Traffic Course - Catering	$ 128.00
	19/02/2026	Subway Glendalough 260 Glendalough Wa	Rangers - Traffic Course - Catering	$ 128.00
				$ 991.50
Executive Director Strategy and Development				
	23/02/2026	Cpp Elder Street Perth Wa	Parking 19/2/26 - DPLH Meeting with WAPC Chair	$ 19.69
	26/02/2026	Standards Australia Sydney Nsw	Standard Australia - Small Business Subscription	$ 1,563.08
	26/02/2026	Easypark Prahran Aus	Parking 25/2/26 - CorpExec William St Site Visit	$ 16.76
				$ 1,599.53
Manager Marketing and Partnerships				
	2/02/2026	Facebk *Vpbqcdv7R2 Dublin Irl	Facebook advertising	$ 60.65
	6/02/2026	Woolworths 4346 Mt Hawthorn Wa	Corporate event supplies	$ 17.20
	9/02/2026	Facebk *2Ge9Udr7R2 Dublin Irl	Facebook advertising - Beatty Park	$ 203.91
	10/02/2026	Shutterstock Ireland L Dublin 2 Irl	Stock photo subscription	$ 99.00
	11/02/2026	Intuit Mailchimp Sydney Aus	Enewsletter platform	$ 588.32

Card Holder	*Date*	*Payee*	*Description*	*Amount*
	11/02/2026	Koch.Com.Au Huntingwood Nsw	Event equipment	$ 259.50
	16/02/2026	International Transaction Fee	Live chat - int'l tran fee	$ 3.50
	16/02/2026	Pure Chat, Inc. (A Sub Chesapeake Va	Website Live Chat	$ 140.19
	16/02/2026	International Transaction Fee	Form tool - int'l tran fee	$ 1.52
	16/02/2026	Jotform Pty Ltd Mortlake Aus	Form software	$ 60.93
	20/02/2026	Capcut Singapore	Video editing tool	$ 839.99
	24/02/2026	International Transaction Fee	Scheduling tool - int'l tran fee	$ 27.17
	24/02/2026	Asana.Com San Franciscca	Marketing scheduling tool	$ 1,086.91
	25/02/2026	Surveymonkeycore 003531592075Irl	Survey platform	$ 384.00
				$ 3,772.79
Executive Manager Information and Communication Technology				
	3/02/2026	International Transaction Fee	AssetSonar International Transaction	$ 13.63
	3/02/2026	Assetsonar.Com Carson City Nv	AssetSonar Business Plan Feb26	$ 545.34
	3/02/2026	Onetouch Enterprises Pyrmont Nsw	TouchSMS Virtual Number for ICT Team	$ 33.46
	4/02/2026	International Transaction Fee	Yodeck International Transaction Fee	$ 9.77
	4/02/2026	Yodeck.Com Flipnode San Franciscca	Yodeck Enterprise Plan Feb26	$ 390.96
	5/02/2026	International Transaction Fee	Twilio SendGrid International Transaction Fee	$ 3.24
	5/02/2026	Twilio Sendgrid San Franciscca	Twilio SendGrid credits Marketing Campaign	$ 129.72
	6/02/2026	International Transaction Fee	Landis International Transaction Fee	$ 31.54
	6/02/2026	Landis Technol00 Of 00 Ephrata Pa	Landis Contact Centre - Customer Relations	$ 1,261.47
	9/02/2026	Simplybook.Me Limassol Nic	SimplyBook Me Beatty Park Creche	$ 80.00
	9/02/2026	Nodeone Geraldton Wa	NodeOne Business Broadbank Link Beatty Park	$ 109.00
	10/02/2026	Microsoft-G140106052 Sydney Aus	Microsoft Azure Std Mgmt, Gov & Storage	$ 43.23
	11/02/2026	Ezi*M2M One Pty Ltd Kensington Aus	M2M One Services for Park Retics	$ 460.44
	25/02/2026	Onetouch Enterprises Pyrmont Nsw	TouchSMS Media OnCall Service	$ 33.51
				$ 3,145.31
Branch Librarian				
	11/02/2026	Boundless Books Pty Lt Leederville	Beatty Park Bingo Challenge	$ 150.00
	12/02/2026	Ls Leederville Messina Leederville Aus	Beatty Park Bingo Challenge	$ 50.00
	12/02/2026	Ls Pinchos Bar De Tapa Leederville Aus	Beatty Park Bingo Challenge	$ 101.32
	12/02/2026	Lima Cantina Leederville Aus	Beatty Park Bingo Challenge	$ 101.00
	13/02/2026	Luna Cinemas Leederville Wa	Beatty Park Bingo Challenge	$ 100.00
				$ 502.32
Procurement and Contracts Officer				
	27/02/2026	Amazon Au Marketplace Sydney	Stationary	$ 164.48

Card Holder	*Date*	*Payee*	*Description*	*Amount*
				$ 164.48
Council Liasion Officer				
	4/02/2026	Uber *Eats Help.Uber.C Sydney Aus	Catering for Council Briefing 3 February 2026	$ 542.98
	11/02/2026	Uber *Eats Help.Uber.C Sydney Aus	Catering for Council Meeting 10 February 2026	$ 540.98
	11/02/2026	Dd *Doordash Sixsenses Melbourne Vic	Catering for Council Meeting 10 February 2026	$ 27.44
	16/02/2026	A1 Quality Laundroma Joondalup Wa	Laundry of Council Tablecloths	$ 33.00
	19/02/2026	Woolworths 4341 Currambine Wa	Drinks for Council Meetings	$ 91.60
	25/02/2026	Dd *Bunnmee Melbourne Vic	Catering for Budget Workshop 24 February 2026	$ 516.07
				$ 1,752.07
Total Corporate Credit Cards				**$ 15,360.34**
Direct Debits				
	2/02/2026	KFinance N032525963		$ 1,914.48
	3/02/2026	HPE Financial SE 5678123292AUSS1		$ 15,217.36
	3/02/2026	HPE Financial SE 5678123292AUSS1		$ 6,573.60
	26/02/2026	EC*Netstaraustra DT.54uiwe EZYPH-37		$ 999.90
	26/02/2026	EC*Netstaraustra DT.54uiwe EZYPH-37		$ 999.90
			Lease payments	**$ 25,705.24**
Loan Repayments				
	2/02/2026	WA Treasury Corp		$ 54,063.78
	9/02/2026	WA Treasury Corp		$ 95,597.36
	25/02/2026	WA Treasury Corp		$ 376,847.69
			Loan Repayment	**$ 526,508.83**
Bank Fees and Charges				
	28/02/2026	CBA bank fee		$ 21,473.06
			Bank fees	**$ 21,473.06**
Total Direct Debits including Credit Cards				**$ 589,047.47**

Creditors Report - Payments by Cheque
01 February 2026- 28 February 2026

Creditor	Date	Payee	Description	Amount
00082816	2/02/2026	Petty Cash - Beatty Park Leisure Ce	Petty cash recoup -BPLC	$ 326.35
00082817	18/02/2026	Petty Cash - Beatty Park Leisure Ce	Recoup petty cash - BPLC	$ 225.05
00082818	25/02/2026	Fines Enforcement Registry	Refund of payment through fines enforcement	$ 16.20
00082819	26/02/2026	Petty Cash - Beatty Park Leisure Ce	Recoup petty cash - BPLC	$ 204.95
Total Net Cheque Payments				**$ 772.55**

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CITY OF VINCENT
FUEL CARDS REPORT
FOR THE MONTH OF 28 FEBRUARY 2026

Payee	Date	Type	Total Cost
AMPOL FOODARY GLENDALOUGH	01/02/2026	Fuel	$ 67.69
AMPOL FOODARY BALDIVIS	01/02/2026	Fuel	$ 39.51
AMPOL FOODARY CARINE	01/02/2026	Fuel	$ 63.23
AMPOL FOODARY MALAGA	01/02/2026	Fuel	$ 40.19
AMPOL FOODARY SUBIACO	01/02/2026	Fuel	$ 71.98
AMPOL FOODARY GLENDALOUGH	02/02/2026	Fuel	$ 193.08
AMPOL FOODARY LEEDERVILLE	02/02/2026	Fuel	$ 296.21
AMPOL FOODARY STRATTON	02/02/2026	Fuel	$ 64.98
EG AMPOL 94243 GREENWOOD	02/02/2026	Fuel	$ 65.23
AMPOL FOODARY CARINE	03/02/2026	Fuel	$ 58.21
AMPOL FOODARY COCKBURN CENTRAL JANDAKOT	03/02/2026	Fuel	$ 96.48
AMPOL FOODARY DOUBLEVIEW	03/02/2026	Fuel	$ 74.00
AMPOL FOODARY EAST PERTH	03/02/2026	Fuel	$ 262.69
AMPOL FOODARY GLENDALOUGH	03/02/2026	Fuel	$ 168.36
AMPOL FOODARY LEEDERVILLE	03/02/2026	Fuel	$ 653.08
AMPOL FOODARY NEDLANDS	03/02/2026	Fuel	$ 64.58
AMPOL FOODARY EAST PERTH	04/02/2026	Fuel	$ 265.15
AMPOL FOODARY GLENDALOUGH	04/02/2026	Fuel	$ 379.20
AMPOL FOODARY LEEDERVILLE	04/02/2026	Fuel	$ 415.99
AMPOL FOODARY NORTHLANDS - BALCATTA	04/02/2026	Fuel	$ 55.00
EG AMPOL 94215 WHITFORDS	04/02/2026	Fuel	$ 57.23
EG AMPOL 94240 OSBORNE PARK	04/02/2026	Fuel	$ 305.53
AMPOL FOODARY EAST PERTH	05/02/2026	Fuel	$ 591.82
AMPOL FOODARY GLENDALOUGH	05/02/2026	Fuel	$ 82.49
AMPOL FOODARY LEEDERVILLE	05/02/2026	Fuel	$ 660.35
AMPOL FOODARY MOUNT LAWLEY (INGLEWOOD)	05/02/2026	Fuel	$ 62.80
EG AMPOL 94240 OSBORNE PARK	05/02/2026	Fuel	$ 242.17
AMPOL FOODARY ASCOT	06/02/2026	Fuel	$ 36.59
AMPOL FOODARY DOUBLEVIEW	06/02/2026	Fuel	$ 86.00
AMPOL FOODARY EAST PERTH	06/02/2026	Fuel	$ 111.40
AMPOL FOODARY GLENDALOUGH	06/02/2026	Fuel	$ 843.72
AMPOL FOODARY LEEDERVILLE	06/02/2026	Fuel	$ 469.73
AMPOL FOODARY SECRET HARBOUR	06/02/2026	Fuel	$ 60.12
AMPOL FOODARY CARINE	07/02/2026	Fuel	$ 47.87
AMPOL FOODARY LEEDERVILLE	07/02/2026	Fuel	$ 34.56
AMPOL FOODARY CARINE	08/02/2026	Fuel	$ 63.59
AMPOL FOODARY EAST PERTH	08/02/2026	Fuel	$ 97.69
AMPOL FOODARY LAKELANDS	08/02/2026	Fuel	$ 61.90
AMPOL FOODARY LEEDERVILLE	08/02/2026	Fuel	$ 87.21
AMPOL FOODARY EAST PERTH	09/02/2026	Fuel	$ 120.72
AMPOL FOODARY GLENDALOUGH	09/02/2026	Fuel	$ 564.85
AMPOL FOODARY GREENFIELDS	09/02/2026	Fuel	$ 45.51
AMPOL FOODARY LEEDERVILLE	09/02/2026	Fuel	$ 587.09
AMPOL FOODARY COCKBURN CENTRAL JANDAKOT	10/02/2026	Fuel	$ 95.11
AMPOL FOODARY EAST PERTH	10/02/2026	Fuel	$ 161.15
AMPOL FOODARY GLENDALOUGH	10/02/2026	Fuel	$ 112.93
AMPOL FOODARY LEEDERVILLE	10/02/2026	Fuel	$ 433.79
AMPOL FOODARY DOUBLEVIEW	11/02/2026	Fuel	$ 66.39
AMPOL FOODARY EAST PERTH	11/02/2026	Fuel	$ 384.46
AMPOL FOODARY GLENDALOUGH	11/02/2026	Fuel	$ 367.24
AMPOL FOODARY LEEDERVILLE	11/02/2026	Fuel	$ 681.58
AMPOL FOODARY MALAGA DRIVE S/STN	11/02/2026	Fuel	$ 106.88
AMPOL FOODARY EAST PERTH	12/02/2026	Fuel	$ 93.79
AMPOL FOODARY GLENDALOUGH	12/02/2026	Fuel	$ 237.67
AMPOL FOODARY LEEDERVILLE	12/02/2026	Fuel	$ 727.82
EG AMPOL 94028 AVELEY	12/02/2026	Fuel	$ 103.35
AMPOL FOODARY CARINE	13/02/2026	Fuel	$ 61.74
AMPOL FOODARY DOUBLEVIEW	13/02/2026	Fuel	$ 75.61
AMPOL FOODARY EAST PERTH	13/02/2026	Fuel	$ 274.32

AMPOL FOODARY GLENDALOUGH	13/02/2026	Fuel	$	444.44
AMPOL FOODARY JOONDALUP	13/02/2026	Fuel	$	56.26
AMPOL FOODARY KARRINYUP	13/02/2026	Fuel	$	39.07
AMPOL FOODARY LEEDERVILLE	13/02/2026	Fuel	$	361.66
EG AMPOL 94240 OSBORNE PARK	13/02/2026	Fuel	$	55.57
AMPOL FOODARY BUTLER S/STN	14/02/2026	Fuel	$	51.50
AMPOL FOODARY EAST PERTH	14/02/2026	Fuel	$	75.68
AMPOL FOODARY MALAGA DRIVE S/STN	14/02/2026	Fuel	$	58.57
AMPOL FOODARY BALDIVIS	15/02/2026	Fuel	$	61.63
AMPOL FOODARY LEEDERVILLE	15/02/2026	Fuel	$	83.86
AMPOL FOODARY SECRET HARBOUR	15/02/2026	Fuel	$	55.50
EG FUELCO 94235 JOONDALUP	15/02/2026	Fuel	$	90.55
EG FUELCO 94275 MANDURAH FRM	15/02/2026	Fuel	$	51.08
AMPOL FOODARY CARINE	16/02/2026	Fuel	$	67.90
AMPOL FOODARY EAST PERTH	16/02/2026	Fuel	$	183.41
AMPOL FOODARY GLENDALOUGH	16/02/2026	Fuel	$	220.47
AMPOL FOODARY LEEDERVILLE	16/02/2026	Fuel	$	445.24
AMPOL FOODARY NORTHLANDS - BALCATTA	16/02/2026	Fuel	$	43.30
AMPOL FOODARY EAST PERTH	17/02/2026	Fuel	$	297.06
AMPOL FOODARY GLENDALOUGH	17/02/2026	Fuel	$	35.11
AMPOL FOODARY HIGH WYCOMBE	17/02/2026	Fuel	$	41.45
AMPOL FOODARY LEEDERVILLE	17/02/2026	Fuel	$	806.38
AMPOL FOODARY LEEDERVILLE	18/02/2026	Fuel	$	838.30
EG AMPOL 94240 OSBORNE PARK	18/02/2026	Fuel	$	77.35
AMPOL FOODARY CARINE	19/02/2026	Fuel	$	54.94
AMPOL FOODARY EAST PERTH	19/02/2026	Fuel	$	223.97
AMPOL FOODARY GLENDALOUGH	19/02/2026	Fuel	$	264.40
AMPOL FOODARY LEEDERVILLE	19/02/2026	Fuel	$	517.56
AMPOL FOODARY MOUNT LAWLEY (INGLEWOOD)	19/02/2026	Fuel	$	54.93
EG AMPOL 94240 OSBORNE PARK	19/02/2026	Fuel	$	75.61
AMPOL FOODARY BEECHBORO	20/02/2026	Fuel	$	75.66
AMPOL FOODARY EAST PERTH	20/02/2026	Fuel	$	719.11
AMPOL FOODARY GLENDALOUGH	20/02/2026	Fuel	$	425.34
AMPOL FOODARY LEEDERVILLE	20/02/2026	Fuel	$	317.05
AMPOL FOODARY SECRET HARBOUR	20/02/2026	Fuel	$	55.19
EG AMPOL 94215 WHITFORDS	20/02/2026	Fuel	$	57.02
EG AMPOL 94219 ELLENBROOK	20/02/2026	Fuel	$	83.31
EG AMPOL 94240 OSBORNE PARK	20/02/2026	Fuel	$	176.44
AMPOL FOODARY LEEDERVILLE	21/02/2026	Fuel	$	58.33
AMPOL FOODARY NORTHLANDS - BALCATTA	21/02/2026	Fuel	$	67.10
AMPOL FOODARY CARINE	22/02/2026	Fuel	$	54.79
AMPOL FOODARY GREENFIELDS	22/02/2026	Fuel	$	48.25
AMPOL FOODARY LEEDERVILLE	22/02/2026	Fuel	$	58.51
AMPOL FOODARY WILLIAMS	22/02/2026	Fuel	$	36.13
AMPOL FOODARY DOUBLEVIEW	23/02/2026	Fuel	$	71.79
AMPOL FOODARY GLENDALOUGH	23/02/2026	Fuel	$	358.33
AMPOL FOODARY LEEDERVILLE	23/02/2026	Fuel	$	681.33
AMPOL FOODARY COCKBURN CENTRAL JANDAKOT	24/02/2026	Fuel	$	57.67
AMPOL FOODARY EAST PERTH	24/02/2026	Fuel	$	507.77
AMPOL FOODARY GLENDALOUGH	24/02/2026	Fuel	$	429.18
AMPOL FOODARY LEEDERVILLE	24/02/2026	Fuel	$	275.07
AMPOL FOODARY CANNINGTON	25/02/2026	Fuel	$	64.77
AMPOL FOODARY EAST PERTH	25/02/2026	Fuel	$	21.72
AMPOL FOODARY GLENDALOUGH	25/02/2026	Fuel	$	225.46
AMPOL FOODARY LEEDERVILLE	25/02/2026	Fuel	$	697.83
AMPOL FOODARY DOUBLEVIEW	26/02/2026	Fuel	$	95.51
AMPOL FOODARY EAST PERTH	26/02/2026	Fuel	$	233.21
AMPOL FOODARY GLENDALOUGH	26/02/2026	Fuel	$	326.92
AMPOL FOODARY GREENFIELDS	26/02/2026	Fuel	$	49.86
AMPOL FOODARY LEEDERVILLE	26/02/2026	Fuel	$	636.38
AMPOL FOODARY EAST PERTH	27/02/2026	Fuel	$	76.64
AMPOL FOODARY GLENDALOUGH	27/02/2026	Fuel	$	490.04
AMPOL FOODARY HIGH WYCOMBE	27/02/2026	Fuel	$	43.09
AMPOL FOODARY LEEDERVILLE	27/02/2026	Fuel	$	440.36
AMPOL FOODARY NORTHLANDS - BALCATTA	27/02/2026	Fuel	$	46.99
AMPOL NARROGIN	27/02/2026	Fuel	$	43.64
EG FUELCO 94235 JOONDALUP	28/02/2026	Fuel	$	92.87
Grand Total			**$**	**26,677.64**

7.3 INVESTMENT REPORT AS AT 28 FEBRUARY 2026

Attachments: **1. Investment Report as at 28 February 2026**

RECOMMENDATION:

That Council NOTES the Investment Statistics for the month ended 28 February 2026 as detailed in Attachment 1.

PURPOSE OF REPORT:

To advise Council of the nature and value of the City's Investments as at 28 February 2026 and the interest amounts earned YTD.

DELEGATION:

Regulation 34 (4) of the Local Government (Financial Management) Regulations 1996 requires the local government to prepare a statement of financial activity each month, which is to be presented to Council within two months after the end of the relevant month.

BACKGROUND:

The City's surplus funds are invested in bank term deposits for various terms to facilitate maximum investment returns in accordance with the City's Investment Policy (No. 1.2.4).

Details of the investments are included in **Attachment 1** and outline the following information:

- Investment performance and policy compliance charts;
- Investment portfolio data;
- Investment interest earnings; and
- Current investment holdings.

DETAILS:

Summary of Key Investment Decisions in this Reporting Period

1.

Total funds invested in the month of February 2026 were $16.0m with $10.0m of funds maturing during the same period.

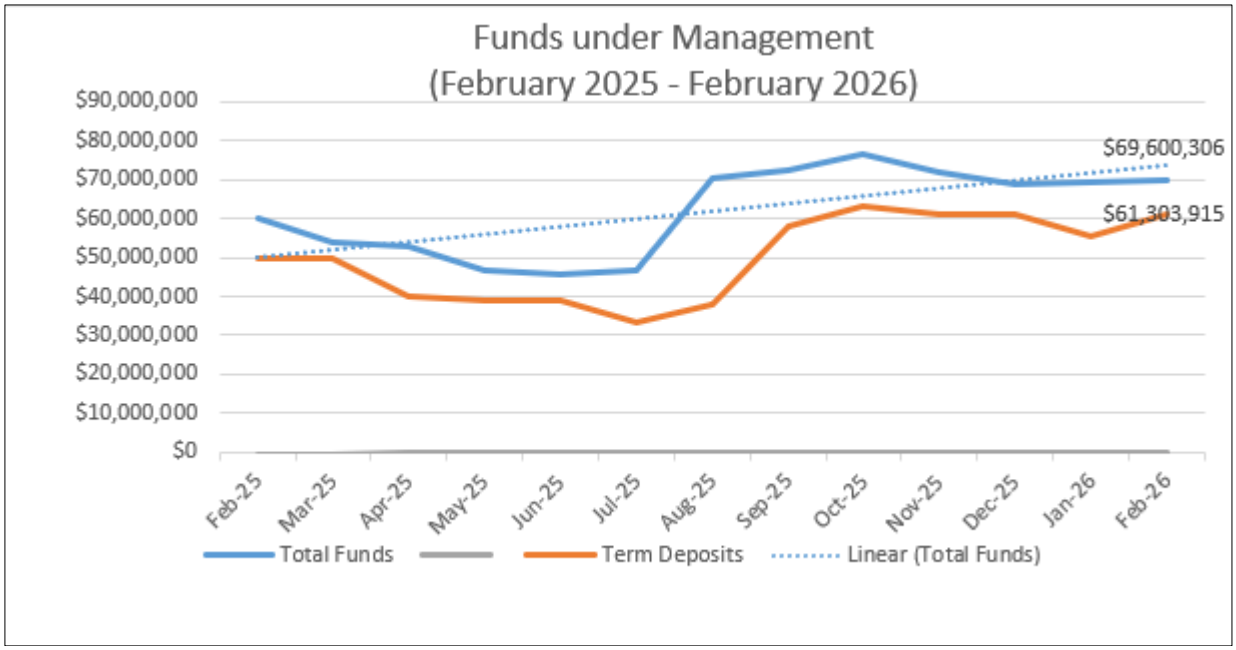
Investment Status

The City's investment portfolio is diversified across several accredited financial institutions.

As at 28 February 2026, the total funds held in the City's operating accounts (including on call) was $69,600,306 compared to $60,043,771 for the period ended 28 February 2025. All funds are interest bearing as at 28 February 2026.

The total term deposit investments for the period ended 28 February 2026 were $61,303,915 compared to $49,699,836 for the period ended 28 February 2025.

The following chart shows funds under management from February 2025 to February 2026:



Interest Status

Total accrued interest earned on investments as at 28 February 2026 is:

Total Accrued Interest Earned on Investment	Budget Annual	Budget YTD	Actual YTD	% of YTD Budget	FY24/25 Actual
Municipal	860,000	591,680	820,227	138.63%	1,269,032
Reserve	800,000	550,400	885,272	160.84%	1,200,000
Subtotal	**1,660,000**	**1,142,080**	**1,705,499**	**149.33%**	**2,469,032**
Leederville Gardens Inc. Surplus Trust*	0	$0	126,570	N/A	197,586
Total	**1,660,000**	**1,142,080**	**1,832,069**	**160.42%**	**2,666,618**

**Interest estimates for Leederville Gardens Inc. Surplus Trust were not included in the 2025/26 Budget as actual interest earned is restricted.*

The City has a weighted average interest rate of 4.30% for current investments compared to the Reserve Bank 6 month accepted bill rate for February 2026 of 4.23%.

Sustainable Investments

The City's investment policy requires that in the first instance, the City considers the risk and return of the investment. All things being equal, the City then prioritises investments with no current record of funding fossil fuels while complying with the investment policy.

Administration utilises a platform called 'Yield Hub' to ascertain the level of exposure banks have in fossil fuel activities and to determine daily interest rates published by banks.

The City has 48.2% of its total investment portfolio allocated to banks with fossil fuel exposure as at February 2026, specifically National Australia Bank (NAB) and the Commonwealth Bank of Australia (CBA) which both have A-1+ rating. Both institutions have taken steps to reduce their financing of fossil fuel activities, with CBA in particular implementing stricter requirements for fossil fuel clients to disclose credible climate transition plans. Since the introduction of these requirements in 2024, CBA has achieved significant reductions in its fossil fuel financing. The City maintains its operating accounts with CBA.

The investment guidelines which are the supplementary document to the Council Investment Policy sets the maximum exposure limits to financial institutions at 90% as reflected in the below table. The majority of financial institutions lie within A-2 and A-1+ categories.

Short Term Rating (Standard & Poor's) or Equivalent	Direct Investments Maximum %with any one institution		Maximum % of Total Portfolio	
	Guideline	Current position	Guideline	Current position
A-1+	30%	24.9%	90%	48.2%
A-1	25%	0%	90%	0%
A-2	20%	12.9%	90%	51.8%

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Section 19(2)(b) of the *Local Government (Financial Management) Regulations 1996* requires that a local government establish and document procedures to enable the identification of the nature and location of all investments.

RISK MANAGEMENT IMPLICATIONS

Low: Administration has developed effective controls to ensure funds are invested in accordance with the City's Investment Policy. This report enhances transparency and accountability for the City's investments.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Innovative and Accountable

We embrace good ideas or innovative approaches to our work to get better outcomes for Vincent and our community.

Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction

We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible

We engage with our community so they are involved in what we are doing and how we are meeting our goals.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the Sustainable Vincent Framework, however focussing on non-fossil fuel investments contributes to a sustainable environment.

PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025.*

FINANCIAL/BUDGET IMPLICATIONS:

The financial implications of this report are as noted in the details section of the report. Administration is satisfied that appropriate and responsible measures are in place to protect the City's financial assets.

CITY OF VINCENT
CURRENT INVESTMENT HOLDING
AS AT 28 FEBRUARY 2026

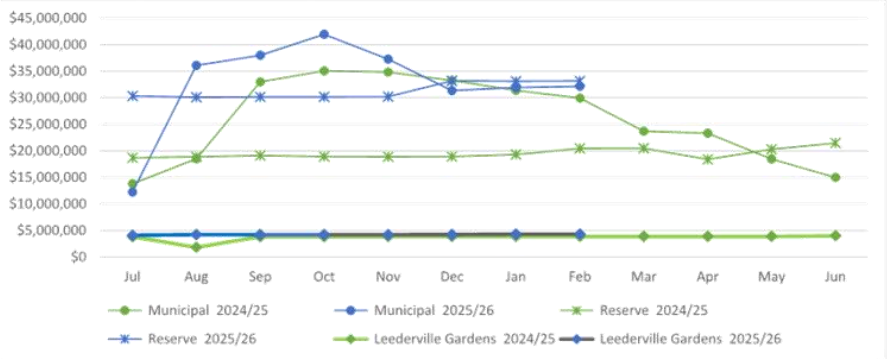
Funds	Institution	Investment Date	Maturity Date	Interest Rate	Principal $
OPERATING ACCOUNTS					
Municipal	Commonwealth Bank of Australia	Ongoing		3.60%	632,540
Municipal	Commonwealth Bank of Australia	Ongoing		3.65%	2,518,742
Reserve	Commonwealth Bank of Australia	Ongoing		3.60%	5,145,110
Total Operating Funds					**8,296,391**
TERM DEPOSITS					
Leederville Gardens Inc Surplus Trust	AMP Bank	17/12/2025	17/12/2026	4.25%	982,919
Leederville Gardens Inc Surplus Trust	AMP Bank	23/01/2026	22/01/2027	4.40%	1,045,942
Leederville Gardens Inc Surplus Trust	National Australia Bank	22/08/2025	21/08/2026	4.05%	2,275,054
Municipal	Beyond Bank	11/09/2025	10/09/2026	4.25%	4,000,000
Municipal	Beyond Bank	11/09/2025	11/09/2026	4.25%	4,000,000
Municipal	Commonwealth Bank of Australia	31/10/2025	29/04/2026	4.21%	5,000,000
Municipal	Judo Bank	19/03/2025	17/03/2026	4.65%	2,000,000
Municipal	MyState Bank	27/06/2025	26/06/2026	4.25%	4,000,000
Municipal	MyState Bank	27/02/2026	1/12/2026	4.85%	5,000,000
Municipal	National Australia Bank	27/02/2026	2/11/2026	4.70%	3,000,000
Municipal	Unity Bank	11/09/2025	10/09/2026	4.20%	2,000,000
Reserve	Bank of Queensland	26/11/2025	25/05/2026	4.25%	4,000,000
Reserve	Commonwealth Bank of Australia	26/11/2025	24/07/2026	4.25%	4,000,000
Reserve	Judo Bank	19/03/2025	17/03/2026	4.65%	2,000,000
Reserve	National Australia Bank	27/02/2026	2/11/2026	4.70%	3,000,000
Reserve	National Australia Bank	11/09/2025	11/09/2026	4.15%	8,000,000
Reserve	Unity Bank	27/02/2026	26/02/2027	4.90%	5,000,000
Reserve	Unity Bank	11/09/2025	11/09/2026	4.20%	2,000,000
Total Term Deposits					**61,303,915**
Total Funds available					**69,600,306**

CITY OF VINCENT
INVESTMENT PORTFOLIO
AS AT 28 FEBRUARY 2026

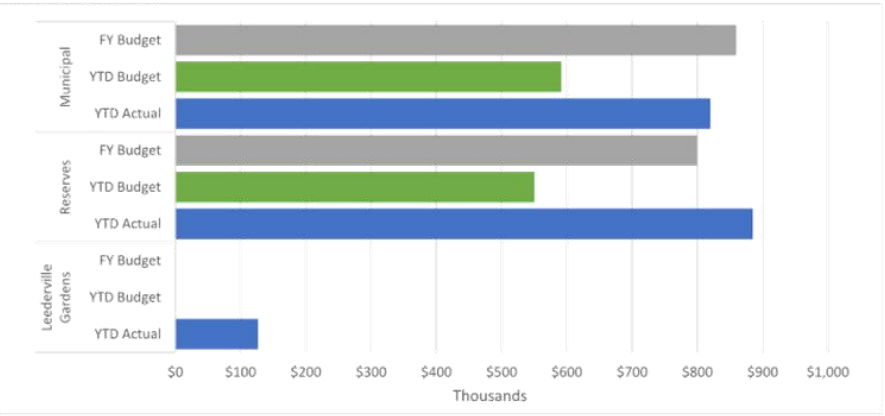
	Municipal	Reserve	Leederville Gardens Inc Surplus Trust	Total	Total
	$	$	$	$	%
BY INVESTMENT HOLDINGS					
Municipal Account	632,540	5,145,110	0	5,777,650	8.3%
Online Saver	2,518,742	0	0	2,518,742	3.6%
Term Deposits	29,000,000	28,000,000	4,303,915	61,303,915	88.1%
	32,151,281	**33,145,110**	**4,303,915**	**69,600,306**	**100.0%**
BY INSTITUTION					
Bank of Queensland	0	4,000,000	0	4,000,000	5.8%
Commonwealth Bank of Australia	8,151,281	9,145,110	0	17,296,391	24.9%
Beyond Bank	8,000,000	0	0	8,000,000	11.5%
National Australia Bank	3,000,000	11,000,000	2,275,054	16,275,054	23.4%
AMP Bank	0	0	2,028,861	2,028,861	2.9%
Judo Bank	2,000,000	2,000,000	0	4,000,000	5.8%
Unity Bank	2,000,000	7,000,000	0	9,000,000	12.9%
MyState Bank	9,000,000	0	0	9,000,000	12.9%
	32,151,281	**33,145,110**	**4,303,915**	**69,600,306**	**100.0%**
BY CREDIT RATINGS (SHORT-TERM ISSUE)					
A-1+	11,151,281	20,145,110	2,275,054	33,571,445	48.2%
A-2	21,000,000	13,000,000	2,028,861	36,028,861	51.8%
	32,151,281	**33,145,110**	**4,303,915**	**69,600,306**	**100.0%**
BY TERMS					
0-30 days	3,151,281	5,145,110	0	8,296,391	11.9%
91-180 days	5,000,000	4,000,000	0	9,000,000	12.9%
181-270 days	3,000,000	7,000,000	0	10,000,000	14.4%
271-365 days	21,000,000	17,000,000	4,303,915	42,303,915	60.8%
	32,151,281	**33,145,110**	**4,303,915**	**69,600,306**	**100.0%**
BY MATURITY					
0-30 days	5,151,281	7,145,110	0	12,296,391	17.7%
31-90 days	5,000,000	4,000,000	0	9,000,000	12.9%
91-180 days	4,000,000	4,000,000	2,275,054	10,275,054	14.8%
181-270 days	13,000,000	13,000,000	0	26,000,000	37.4%
271-365 days	5,000,000	5,000,000	2,028,861	12,028,861	17.3%
	32,151,281	**33,145,110**	**4,303,915**	**69,600,306**	**100.0%**
BY FOSSIL FUEL EXPOSURE					
Fossil Fuel Investments	11,151,281	20,145,110	2,275,054	33,571,445	48.2%
Non Fossil Fuel Investments	21,000,000	13,000,000	2,028,861	36,028,861	51.8%
	32,151,281	**33,145,110**	**4,303,915**	**69,600,306**	**100.0%**

CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 28 FEBRUARY 2026

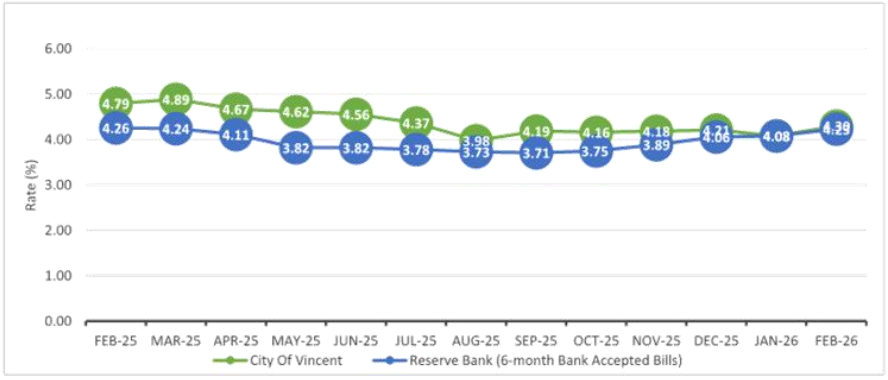
FUNDS INVESTED (TERM DEPOSITS ONLY)



INTEREST EARNINGS

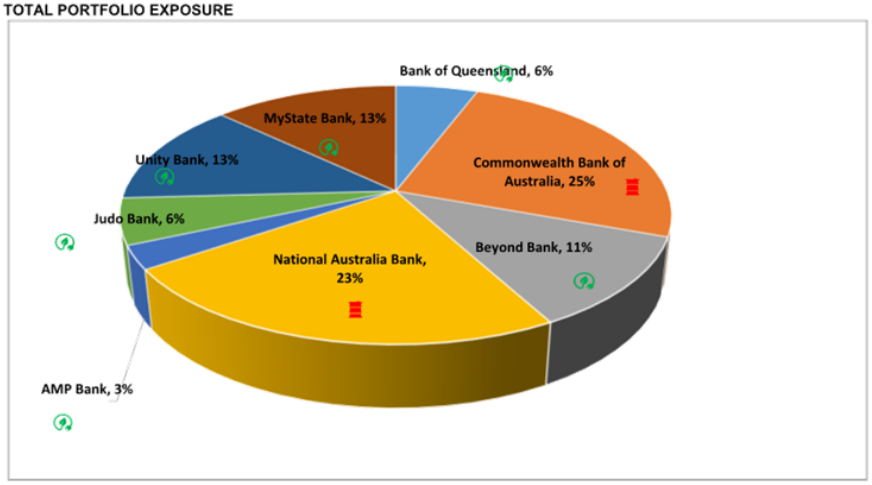


INTEREST RATE COMPARISON

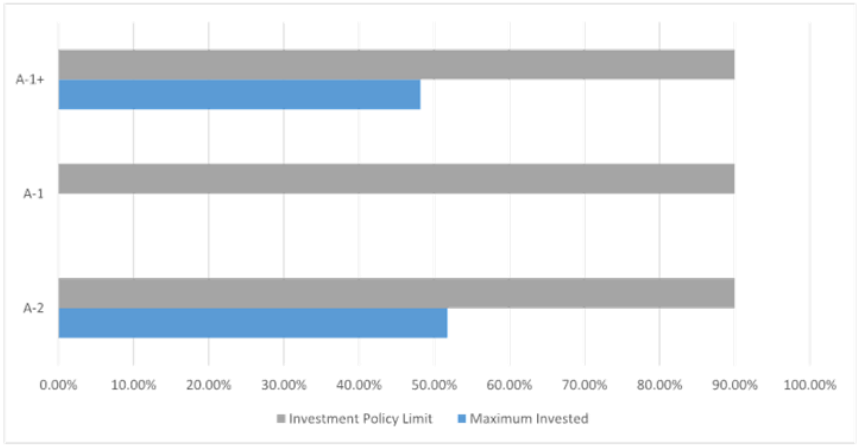


CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 28 FEBRUARY 2026

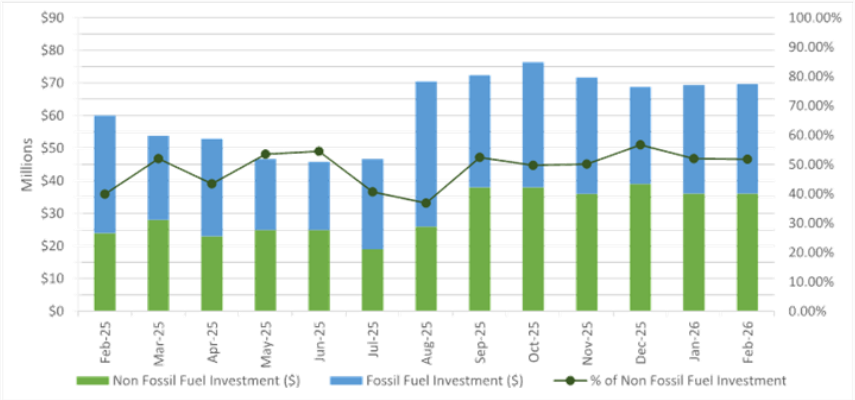
TOTAL PORTFOLIO EXPOSURE



TOATL CREDIT EXPOSURE



FOSSIL FUEL EXPOSURE



7.4 APPROVAL TO ADVERTISE AMENDED COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

Attachments:
1. **DRAFT Community and Stakeholder Engagement Policy**
2. **Community and Stakeholder Engagement Framework**

RECOMMENDATION

That Council APPROVES the proposed amendments to the Community and Stakeholder Engagement Policy at Attachment 1 for the purpose of community consultation.

PURPOSE OF REPORT:

For Council to approve, for the purpose of community consultation, the proposed amendments to the Community and Stakeholder Engagement Policy as detailed at **Attachment 1.**

DELEGATION:

Section 2.7 of the *Local Government Act 1995* sets out the Role of Council as being to 'determine the local government's policies'. There is no delegation to Administration to make, review or repeal policies.

BACKGROUND:

The requirement of provisions outlined in clause 1.3 of the Corporate Document Development Policy were presented to Council Members though the monthly Policy Paper in November 2025.

Policy No. 4.1.5 - Community Consultation was first adopted by Council in September 2001 with periodic reviews up to 2014. In 2018, Council adopted a new Strategic Community Plan (SCP) which identified the creation of a connected, diverse, welcoming and engaged community as one of the key priority areas.

To support this, the Corporate Business Plan 2020/21–2023/24 included actions to develop a contemporary Community and Stakeholder Engagement Policy and a supporting Framework.

These actions initiated a review of the City's approach to community engagement. In September 2021 Policy No. 4.1.5 was repealed and replaced by the Community and Stakeholder Engagement Policy which was supported by the Community Engagement Strategy.

DETAILS:

Requirement for a documented City position (including community need or legislative requirement):

A documented policy position is required to:

- Meet strategic objectives set out in the Strategic Community Plan and Corporate Business Plan.
- Address community expectations for transparency, accountability and meaningful engagement.
- Provide clarity and consistency in engagement practices across the organisation.

The Community and Stakeholder Engagement Policy and Strategy have been reviewed to ensure alignment with contemporary best practice, International Association of Public Participation (IAP2) Core Values and the City's strategic objectives.

The review identified overlap between the Policy and Strategy, with procedural content in both that is more appropriately contained in a supporting management framework. The Policy has therefore been revised to focus on principles and commitments, with operational guidance consolidated into the Community and Stakeholder Engagement Framework at **Attachment 2**.

The City has made significant progress in embedding engagement processes since the Policy and Strategy were endorsed.

The Strategy provided transitional operational guidance to build organisational engagement capability. Engagement practices have since matured with consistent approaches now integrated into project planning, service delivery and decision-making.

Reflecting this increased organisational capability, the existing Strategy will be replaced with a management Framework to complement the Policy. This approach aligns with guidance from IAP2 Australasia, which recognises that as engagement becomes embedded within an organisation, a framework-based approach is more effective than a fixed strategy as it articulates enduring principles and commitments while allowing operational practices to evolve.

Together, the Policy and Framework will reduce duplication and promote consistency across the organisation.

Examples of current / best practice:

The amended policy reflects contemporary local government practice by:

- Clearly separating policy intent from operational guidance.
- Supporting the policy with a management Framework that provides practical direction for implementation while remaining flexible and responsive over time.
- Enabling continuous improvement in engagement practice without requiring frequent policy amendments.

CONSULTATION/ADVERTISING:

In accordance with the City's Corporate Document Development Policy draft policy documents are presented to Council for approval and authorisation to commence community consultation.

The proposed amendments to the Community and Stakeholder Engagement Policy will be advertised for public comment for 21 days.

A communications plan will be developed to promote this consultation.

LEGAL/POLICY:

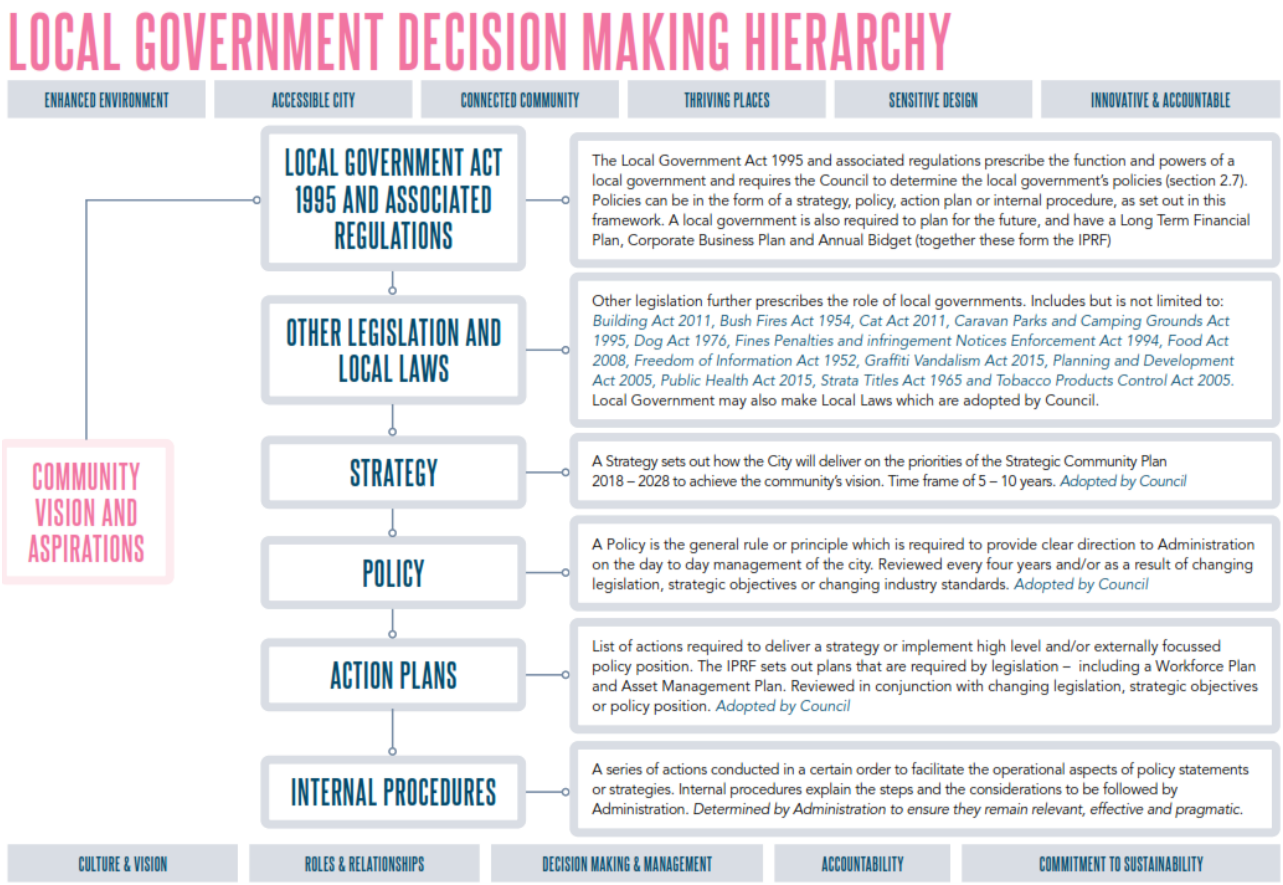
Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

The City's Corporate Document Development Policy sets out the process for the development and review of the City's policy documents.

In accordance with clause 2.3 of the Corporate Document Development Policy:

> *The purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy;*

The purpose of the proposed policy is to provide a clear commitment to engaging effectively and inclusively with our diverse community.



RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to endorse the draft Community and Stakeholder Engagement Policy to be advertised for public consultation.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Connected and Healthy Community

We have enhanced opportunities for our community to build relationships and connections with each other and the City.

Innovative and Accountable

We engage with our community so they are involved in what we are doing and how we are meeting our goals.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the Sustainable Vincent Framework.

PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025.*

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial or budget implications that come from advertising the draft Community and Stakeholder Engagement Policy. All costs associated with consultation will be met through the City's operational budget.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

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Legislation / local law requirements	*Local Government Act 1995* *Planning and Development Act 2005* Planning and Development (Local Planning Schemes) Regulations 2015
Relevant delegations	2.1.1, 2.2.2, 2.2.4, 2.2.8, 2.2.11, 2.2.12, 2.2.29, 4.4, 12.1, 12.2, 16.1, 16.1.2, 16.1.4,
Related policy procedures and supporting documentation	Community and Stakeholder Engagement Framework

PRELIMINARY

INTRODUCTION

Engaging with the community enables the City to deliver services that reflect local needs and values. It helps build trust and strengthens community connection.

The participation of all community members is encouraged, welcomed and valued. Community experience, ideas and local knowledge helps shape better decisions and deliver stronger outcomes.

Vincent is committed to best-practice engagement that builds trust, supports transparency and ensures our decisions are responsive to community needs.

PURPOSE

This policy provides a clear commitment to engaging effectively and inclusively with our diverse community.

It puts the community at the heart of decision-making and ensures their insights are used to guide priorities, strategies and services.

OBJECTIVE

The objectives of this policy are to:

- Facilitate informed and evidence-based decision making.
- Enable a proactive approach to community engagement to achieve inclusive and meaningful outcomes.
- Ensure consistent community engagement practices across the organisation.
- Ensure information is effectively communicated internally and externally.
- Promote an accountable, transparent and accessible approach to engagement.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

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SCOPE

Community engagement is a shared responsibility. This Policy applies to elected members, City staff, contractors and external stakeholders.

It supports engagement across strategic planning, service design, capital works and policy development and review, in alignment with the City's Strategic Community Plan.

It also makes clear to the community what they can expect from us.

This policy is informed by Section 1.3(2) of the *Local Government Act 1995*, which encourages local governments to promote better decision making, greater community participation and improved accountability.

It is supported by the Community and Stakeholder Engagement Framework to ensure consistent, inclusive and proportionate engagement across all City projects and initiatives.

POLICY PROVISIONS

DEFINITIONS

Community - individuals and groups of people; stakeholders, interest groups and citizen groups (International Association of Public Participation (IAP2) Australasia). This includes residents, ratepayers, business owners, community groups, customers, employees and visitors to Vincent.

Stakeholder - individuals, a group of individuals, organisations, or a political entity with a specific interest in the outcome of the City's decisions.

Engagement - a planned approach that enables stakeholders to be involved in and contribute to decisions that affect their lives using a range of techniques and methods.

Engagement methods – the methods used to capture community input, e.g. workshop, online survey, community meeting.

Level of engagement – the International Association of Public Participation (IAP2) Australasia Public Participation Spectrum defines five levels of engagement (Inform, Consult, Involve, Collaborate, Empower) to describe the community's role in engagement.

Other terms specific to statutory and strategic planning are included within Appendix 1 of this Policy.

POLICY

The City will engage with its community and stakeholders in ways that are open, timely, accessible and inclusive.

We are guided by the following principles in planning and delivering engagement:

Engage early and clearly: We involve the community when their input can influence the outcome and we clearly explain the purpose and scope of engagement.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

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Match the method to the impact: We scale our engagement to reflect the size and significance of the project, its complexity and who is impacted.

Be inclusive and targeted: We aim for broad participation where appropriate and prioritise those most impacted in localised projects. We remove barriers to participation wherever we can.

Value all forms of expertise: We seek out both technical advice and local knowledge to shape better decisions.

Close the loop: We report back to the community on what we heard and how it influenced the decision. We report to Council by summarising submissions and responding to themes. Verbatim submissions may be included where appropriate, but the focus remains on clarity, evidence and reasons for decisions.

Respect privacy: We take reasonable steps to protect personal information when collecting, using or sharing data as part of engagement in line with the City's Privacy and Information Breach Policy.

How We Engage

The level of engagement will vary depending on the nature and complexity of the project or decision.

The IAP2 spectrum outlines the increasing levels of participation the community can have in a decision-making process.

The City has adapted the spectrum and embedded it in the Community and Stakeholder Engagement Framework that informs the way the City engages with its community and stakeholders.

The level of participation will be clearly outlined for each project. This ensures the community and stakeholders are aware of how their feedback will influence the decisions being made.

Levels of participation

Inform: The City will keep the community and stakeholders informed with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

Consult: The City will consult with the community and stakeholders to obtain feedback, opinions and insights. Consultation provides an opportunity for the community to share their knowledge with feedback considered as part of decision-making.

Involve: The City will work with the community to ensure concerns and aspirations are reflected in alternatives developed. Feedback will be provided on how public input influenced the decision.

Collaborate: The City will collaborate with the community to develop and build solutions. Input will be reflected in the decisions to the maximum extent possible.

Empower: The City will place the final decision making in the hands of the community.

When We Will Engage

The City will engage with the community:

- When the City is required to make a decision that would affect the community or where the community may be interested and/or affected by this decision, and there is the ability for the community to influence the decision.
- To satisfy statutory obligations.

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

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- To obtain input for strategic projects being delivered by the City.
- To notify a participant of a decision made when the decision relates to a minor operational matter.

When We May Not Engage

There may be instances when it is impractical for the City to engage, such as:

- When a decision must be made quickly in the interest of the City (e.g., public safety).
- There are legal, commercial or legislative constraints.
- When the City is not the determining authority.
- When the decision relates to a minor operational matter that would have minimal impact on the community or stakeholders.

Engagement Timing

Engagement activities will be scheduled to maximise the potential for community participation.

Where engagement periods overlap with public holidays, school holidays or culturally significant dates, the City will extend timeframes or adjust activities to ensure the community has a fair and reasonable opportunity to participate.

Engagement initiatives will not be launched during summer school holidays unless the method is specifically designed to suit that context.

Minimum Advertising Periods

The timeframe of engagement activities will be guided by statutory requirements but otherwise determined based on the merits of each project. The minimum advertising periods for engagement activities are:

Project type	Minimum timeframe
Informing of project updates, notifications of decisions, small scale minor works and urgent works with low community impact etc.	Ad hoc
Informing of upcoming planned maintenance works.	7-14 days
• Informing of upcoming works (including but not limited to traffic management, road works, street upgrade, change to parking conditions, etc) in a local context. *Note: Where schedules of maintenance works are available, the schedule will be published on the City's website.* • Consultations that are targeted and specific (i.e., implementation actions created from other strategies, verge tree locations)	14 days

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY

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• Strategic documents (i.e., strategies, policies, and plans, including amendments) • Projects that would affect large community groups (i.e., lighting or park infrastructure, changes to parking restrictions)	21 days

Notes:

1. Timeframes for Vibrant Spaces proposals are included in the Vibrant Public Spaces Policy.
2. Timeframes for development applications are included in the Appendix.

This document is available in other formats and languages upon request.

OFFICE USE ONLY	
RESPONSIBLE OFFICER	Executive Manager Communications and Engagement
INITIAL COUNCIL ADOPTION	Date: 14/09/2021, Ref# D21/145875
REVIEWED / AMENDED	Date: <approval Date>, Ref#: <TRIM Ref>
NEXT REVIEW	Date: 14/09/2025

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix – Statutory & Strategic Planning

CITY OF VINCENT

Development assessment or 'statutory planning' involves the assessment of development applications to use land or undertake building works against planning controls.

Development applications are assessed against the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, the City's Local Planning Scheme (as amended), the Residential Design Codes and relevant Local Planning Policies.

Consultation for development applications is to occur in accordance with the minimum standards set out below to ensure a consistent approach to consultation on development applications.

1. Definitions

Complex development application - a development application which proposes or is of the type:

- Telecommunications infrastructure
- Development on City owned and managed land
- Mandatory or Optional Development Assessment Panel Form 1 applications as defined by the Planning and Development (Development Assessment Panel) Regulations 2015.

Directly adjoining properties - only the properties with a boundary directly abutting to where the departure is proposed.

Adjoining property - as per State Planning Policy 7.3 Residential Design Codes.

Adjacent property - properties that would otherwise be adjoining to the subject site or property if not for being separated by a public road (r*efer Figure 1 and 2*).

2. Minimum Advertising Requirements

2.1. Statutory Planning

Description	**Minimum comment period (Calendar days)** (1) (2)	**Website**	**Extent of consultation** (3) (9) (10)	**Sign on site**	**Newspaper**
Uses and/or associated works (4)					
"P" and "D" uses that require the exercise of discretion	14 days	Yes	All adjoining and adjacent properties	No	No
"A" uses which have not previously been approved by the City	14 days	Yes	All adjoining and adjacent properties	Yes	No
Unlisted uses	28 days	Yes	200 metres radius	Yes	Yes
Non-conforming uses	14 days	Yes	All adjoining and adjacent properties	Yes	Yes

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix – Statutory & Strategic Planning

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Description	Minimum comment period (Calendar days) (1) (2)	Website	Extent of consultation (3) (9) (10)	Sign on site	Newspaper
"A" uses and Unlisted uses which have previously been approved and do not significantly increase the intensity of the site	14 days	Yes	All adjoining and adjacent properties	No	No
"X" uses	Will not be considered by the City				
Residential Development					
Residential development that does not meet all deemed-to-comply criteria.	14 days	Yes	All adjoining and adjacent properties (5)	No	No
Development that proposes a building height of three storeys or more and proposes additional storeys above the deemed-to-comply height standards or Acceptable Outcomes	14 days	Yes	100 metres	No	No
Heritage Development					
Demolition of any structure/ building on a heritage protected place, unless: • written notification is provided by the City confirming the proposed structure/ building to be demolished does not contribute to the significance of the heritage place; and/ or • the works are exempt by a local planning policy.	14 days	Yes	All adjoining and adjacent properties	Yes[11]	Yes[11]

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix – Statutory & Strategic Planning

CITY OF VINCENT

Description	Minimum comment period (Calendar days) (1) (2)	Website	Extent of consultation (3) (9) (10)	Sign on site	Newspaper
Alterations and additions of any structure/ building on a state heritage protected place, unless: • works are for external fixtures (as defined by the Residential Design Codes) or restoration and/ or remediation works.	14 days	Yes	All adjoining and adjacent properties	Yes	No
Any development application within a design guideline area, character retention area or heritage area adopted by Council through a local planning policy that does not meet all deemed-to-comply criteria (6)	14 days	Yes	All owners and occupiers located within that design guideline area, character retention area or heritage area	No	No
Complex development applications					
Mandatory or Optional Form 1 DAP applications Telecommunications infrastructure Development on City owned and managed land	28 days	Yes	200 metres radius	Yes	Yes
Form 2 DAP Application (7)					
Amendment to a DAP application where: discretion is required; and	14 days *OR* 28 days	Yes	All adjoining and adjacent properties *OR*	No *OR* Yes	No *OR* Yes

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix - Statutory & Strategic Planning

CITY OF VINCENT

Description	Minimum comment period (Calendar days) (1) (2)	Website	Extent of consultation (3) (9) (10)	Sign on site	Newspaper
works may have an impact on the amenity of nearby properties			200 metre radius		
Public Works or Applications of State Significance or when the City is not the decision maker					
All applications where the City is not the decision maker	Owners and occupiers are to be notified of the proposal as though it was a development application being determined by the City. Submitters are to provide their comments directly to the determining authority as per the information provided on the notification letter.				

2.2. Strategic Planning

Description	Minimum comment period (Calendar days) (1) (2) (8)	Website	Extent of consultation (3) (9) (10)	Sign on site	Newspaper
Local Planning Strategy (Strategy)					
Local Planning Strategy	21 days	Yes	Stakeholder analysis	N/A	Yes
Amendment to Strategy	21 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Local Planning Scheme (Scheme)					
New Scheme	90 days	Yes	Stakeholder analysis	N/A	Yes
Amendments to a Local Planning Scheme (LPS)					
Complex amendment	60 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Modifications to complex amendment	42 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Standard amendment	42 days	Yes	Stakeholder analysis	If it affects a specific site	Yes
Modification to standard amendment	21 days	Yes	Stakeholder analysis	If it affects a specific site	Yes

COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY
Appendix – Statutory & Strategic Planning

CITY OF VINCENT

Description	Minimum comment period (Calendar days) (1) (2) (8)	Website	Extent of consultation (3) (9) (10)	Sign on site	Newspaper
Local Planning Framework					
Structure Plan (new or amendment)	42 days	Yes	Stakeholder analysis	Yes	Yes
Local Planning Policy (new and amendment)	21 days	Yes	Stakeholder analysis	If it affects a specific site	Stakeholder analysis
Local Development Plans (new or amendment)	14 days	Yes	Stakeholder analysis	Yes	Yes

Notes:

(1) With exception of those time periods outlined in relation to advertising over weekends and holiday periods.

(2) The advertising period commences on the date the notification letters are sent by the City and where applicable, the sign on site is erected. For Strategic Planning matters, the advertising period commences on the date the proposal is published on the City's website, and where applicable, the sign on site is erected.

(3) The extent or radius of advertising may be extended at the discretion of the City.

(4) Land use classifications are in accordance with Clause 18 of the City's Local Planning Scheme No. 2.

(5) Where a departure may have an adverse impact on a specific property/ies, the City may reduce the extent of advertising to only those who may be affected.

(6) Does not include the William Street Design Guideline Area and structures above or adjacent to the Graham Farmer Freeway Tunnel Northbridge Design Guideline Area.

(7) Advertising requirement options specified are dependent on the extent of discretion sought and the extent of potential impact on the amenity of nearby properties, in the opinion of the City.

(8) In accordance with the Planning and Development (Local Planning Scheme) Regulations 2015 the local government may decide not to advertise an amendment if, in the opinion of the local government and the Commission, the amendment is of a minor nature.

(9) Includes owners and occupiers of a property.

(10) The Policy process detailed in the Stakeholder and Community Engagement Framework under 'How the City engages' shall be followed to determine interested and affected stakeholders, and the most appropriate way to engage with them.

(11) A sign on site and notification in the local newspaper is only required for full demolition of a structure/building on a heritage protected place.

Figure 1 – Example of the extent of consultation to adjacent properties where there are varying lot layouts.

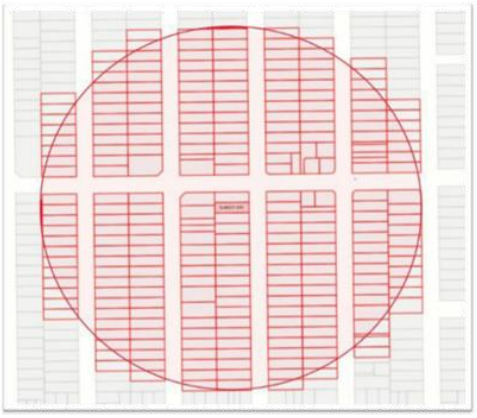


Figure 2 – Example of extent of consultation based on a radius from the boundary of a subject site.

3. Readvertising

Where a development application has been previously advertised and the City receives amended plans following the community consultation period, the application would be subject to a further consultation period where, in the opinion of the City:

a) The amended plans propose new or greater departures to the deemed-to-comply or acceptable outcome (or equivalent) standard specified in the planning framework than that previously advertised and those departures may have an impact on the amenity of an adjoining property or the street; or
b) The amended plans result in a significantly different proposal to that which was previously advertised; or

Where a proposal has received opposition during advertising and subsequently significant amendments are made, the application shall be re-advertised for a minimum of seven days. This will involve emailing or writing to all authors of previous submissions.

Where the City is satisfied the development would not have an impact on the amenity of adjoining properties and/or streetscape, community consultation may not be necessary.

Notwithstanding the above, any re-advertising may only be undertaken where it does not compromise the City's statutory obligations to comply with the timeframes and processes prescribed by the Planning and Development (Local Planning Scheme) Regulations 2015. In the instance the City is unable to readvertise the proposal, the previous submitters are to be notified of the proposed changes to the development application only.

4. Variations to advertising

There may be need to vary the advertising requirements of this Policy due to details of a particular development application. These development applications will be considered on a case-by-case basis. The City may increase the length of the advertising period or require additional methods of advertising where it is deemed to be in the public interest, and relevant to the consideration of a proposal.

The City may increase the length of the advertising period or require additional methods of advertising where, in the opinion of the City, owners and/or occupiers of properties in the vicinity of the proposed development are likely to be affected by the granting of development approval.

Variations to the requirements of this Policy may only be possible where they do not compromise the City's statutory obligations to comply with the timeframes prescribed by the Planning and Development (Local Planning Scheme) Regulations 2015.

5. Other requirements

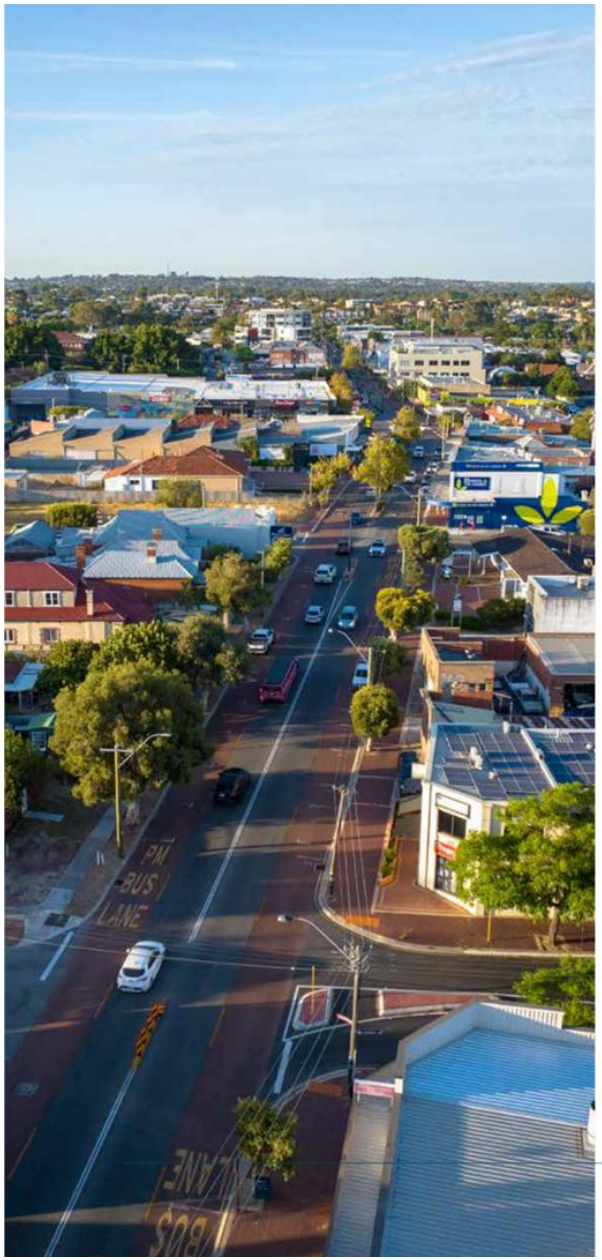
- Development plans, other supporting documentation and a summary of the proposal are to be available on the City's website and at the Administration and Civic Centre, and Library and Local History Centre during the comment period.
- Where provided by the applicant perspective drawings of development proposals should be included as a document being advertised.
- In instances where the applicant submits to the City written documentary evidence that the owner(s) and occupier(s) of all or some adjacent affected properties have no objection to their proposal, the City will still undertake consultation in accordance with this Policy. If the applicant does submit such documentary evidence, then this evidence will be considered together with the public submissions.
- Where the extent of consultation includes properties within another local government area, the City will obtain the owner and occupant details from the adjoining local government and advertise the proposal in accordance with the requirements of this Policy.
- Where a subject or an adjacent affected property contains between one (1) unit and twenty (20) units, inclusive, the owner(s) and occupier(s) of all units on that property, are to be notified in writing.
- Where a subject or an adjacent affected property contains more than twenty (20) units, the body corporate/strata company and the owner(s) and occupier(s) of the directly affected units, as determined by the City, are to be notified in writing.
- The City will rely on its rate records for the purpose of notifying owner(s) and occupier(s) of the adjacent affected properties. The onus is on the owner(s) and occupier(s) of a property within Vincent to inform the City in writing of any changes in their address details as and when this occurs. The Planning and Development (Local Planning Schemes) Regulations 2015 permits costs and expenses incurred by the City in advertising a proposal, in addition to any fees paid for the application, to be payable by the applicant.

CITY OF VINCENT

DRAFT COMMUNITY AND STAKEHOLDER ENGAGEMENT FRAMEWORK

'Community engagement is an intentional process with the specific purpose of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome.'

International Association for Public Participation Australasia Limited (IAP2 Australasia) trading as Engagement Institute.



OUR ENGAGEMENT COMMITMENT

This Framework outlines how the City engages with its community and stakeholders to ensure engagement is consistent, effective, inclusive and meaningful.

It supports the Community and Stakeholder Engagement Policy and aligns with the IAP2 Spectrum of Public Participation.

At Vincent, we are committed to giving our community a voice in decisions that affect and shape their lives, neighbourhoods and future.

We will listen, provide clear and timely information and involve the community in ways that are meaningful and proportionate to the project's impact.

Through our engagement, we seek to understand priorities, build trust and strengthen our connection with community and stakeholders.

Engagement supports and informs decision-making. As one element of the decision-making framework, engagement outcomes must be considered alongside technical advice, research, policy and legislative requirements, financial impacts as well as broader strategic priorities.

STRATEGIC DIRECTION

The City's Strategic Community Plan (SCP) sets the long-term vision, priorities and direction for the organisation and is informed by extensive community engagement. This Framework supports the delivery of the SCP and other key strategies by guiding how engagement is planned and undertaken for individual projects and initiatives.

Engagement under this Framework builds on existing strategic direction and previous engagement, ensuring that effort is proportionate, avoids unnecessary duplication, and focuses on matters where community input can meaningfully inform decisions or refine outcomes.

ENGAGING PROPORTIONATELY AND STRATEGICALLY

Engagement is scaled to match the level of impact of each project.

LEVELS OF ENGAGEMENT BY IMPACT

Levels of impact are assessed at the outset of a project to guide consultation and engagement planning and then integrated into project plans.

This is a preliminary assessment, informed by factors such as who will be affected, the scale of change, potential risks and likely community interest. The level may be refined as engagement progresses and as we learn more from the community.

The table below provides examples to guide thinking. It should be adapted to project context, risks and community expectations.

LEVEL OF IMPACT OR RISK	ENGAGEMENT FOCUS	TYPICAL METHODS
High (significant public interest, potential controversy or long-term impact)	Early engagement. Where possible involve, collaborate or empower to identify risks and community priorities before decisions are made.	Workshops, advisory groups, deliberative panels, place-based engagement, co-design, mix of online and in-person methods.
Medium (moderate community interest, some impact, options to influence)	Inform or consult as appropriate. In some cases key stakeholders may be involved earlier to test assumptions or refine options.	Surveys, feedback forms, pop-ups, information sessions, focus groups, online discussion forums.
Low (routine or operational matters, limited impact)	Inform as appropriate. Streamlined communication.	Website updates, FAQs, newsletters, signage, direct mail.

ENGAGEMENT TIMING AND SCHOOL HOLIDAYS

The timing of engagement activities will be considered in relation to school holidays and other dates of significance.

The launch of major engagement will be avoided during school holidays where possible. Where engagement must occur during school holidays, the following conditions should apply:

- The engagement period is extended to include time before or after the holiday period.
- Additional face-to-face engagement strategies are implemented to mitigate reduced participation.
- The rationale for timing is documented in the engagement plan.

Face-to-face engagement during school holidays is encouraged where appropriate, particularly in public spaces and community settings where families and young people are likely to gather. Examples include:

- Pop-up stalls at the library, Beatty Park, parks or community events.
- Interactive consultation sessions designed to attract and engage children and families.
- Staffed sessions where community members can ask questions and provide feedback in person.

This approach recognises that school holidays can present both challenges and opportunities for engagement and aims to ensure that all community members have equitable access to participate.

ENGAGEMENT PRINCIPLES

At Vincent, engagement is guided by the IAP2 Core Values and our Community and Stakeholder Engagement Policy. Our principles set out how we engage.

INCLUSIVE AND PROPORTIONATE

We engage proportionately and inclusively. We work to remove barriers to participation so everyone has opportunity to be involved.

EARLY AND GENUINE INVOLVEMENT

We involve the community at a stage where feedback can make a difference and genuinely shape outcomes.

CLEAR PURPOSE AND INFLUENCE

We are clear and transparent. We define why we are engaging, what is in and out of scope and how the community's input will influence the decision.

EVIDENCE AND EXPERTISE

We consider community knowledge and lived experience alongside technical advice, research and strategic direction.

ACCESSIBLE AND RESPECTFUL

We identify and reduce barriers so that everyone who wants to participate can do so. Engagement is respectful and easy to understand.

CLOSING THE LOOP

We close the loop. We communicate how feedback was considered and explain the reasons for decisions made.

PRIVACY

We respect privacy. We take reasonable steps to protect personal information when collecting, using or sharing engagement data and only collect what we need for engagement in line with the City's Privacy and Information Breach Policy.

OUR ENGAGEMENT PROCESS

At Vincent, we apply a simple cycle that helps us plan, deliver and learn from every project.

DEFINE → UNDERSTAND → PLAN → DELIVER → EVALUATE → LEARN

1. Define the purpose and scope
Clarify why we are engaging, what decisions can be influenced and what is out of scope. Where a project aligns with existing strategic priorities, we build on past engagement rather than duplicating it.

2. Understand who is affected
We identify who is likely to be interested, impacted or underrepresented and consider the best ways to involve them.

3. Plan the approach
We design engagement methods that fit the project's context, scale and objectives. We choose tools that are inclusive, accessible and meaningful to the identified stakeholders.

4. Deliver with transparency
We deliver engagement in line with the plan, providing clear information and reducing barriers so input can genuinely shape outcomes.

5. Evaluate and close the loop
We analyse and report what we heard, show how input influenced decisions and share outcomes with participants - and the wider community where appropriate.

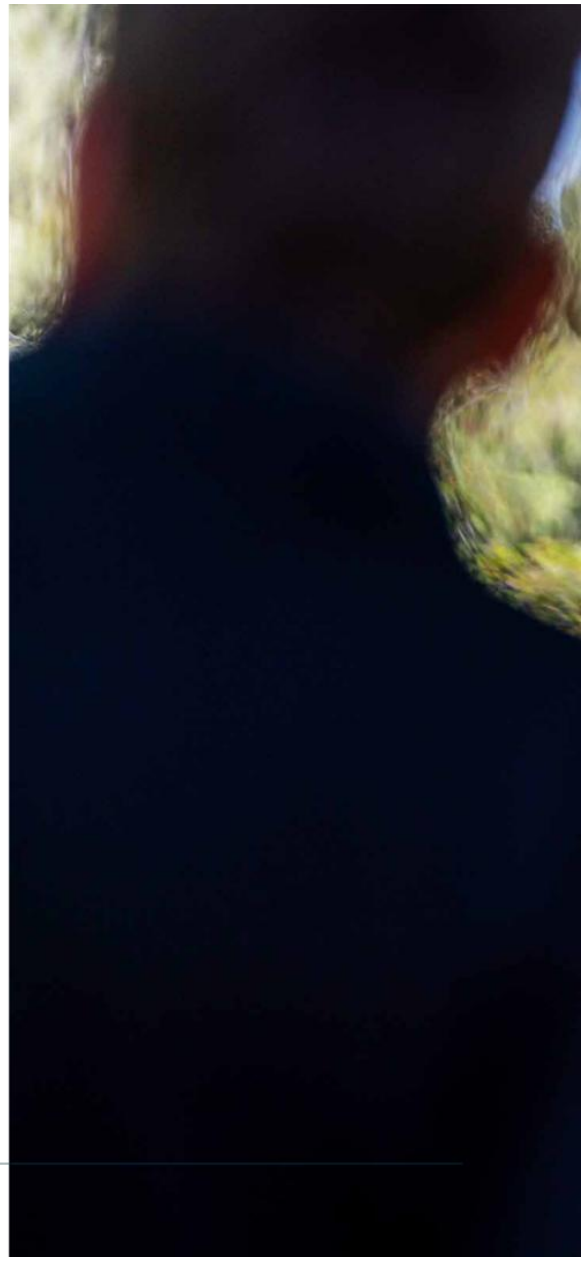
6. Learn and improve
We ask for feedback and reflect on the process, capture lessons learned and strengthen our practice for future engagement.

LEVELS OF ENGAGEMENT

Not all projects require consultation. Many projects will be delivered at the Inform level where the purpose is to raise awareness rather than seek feedback.

The IAP2 spectrum outlines levels of participation from informing to empowering. The appropriate level is determined by project scale, impact and scope for community influence.

LEVEL	OUR PURPOSE	OUR COMMITMENT	TYPICAL TOOLS AND TECHNIQUES
Inform	Provide clear, timely, accessible information. Informing is often the most appropriate level of engagement for routine or low impact matters.	We will keep you informed about decisions, processes and outcomes.	Project update email, signage, eNews, media, website, social media.
Consult	Seek feedback on ideas, options or proposals. Consultation may be light touch or more detailed depending on the purpose and scale of the project.	We will listen, consider your feedback and report back on how it influenced the decision.	Surveys, feedback forms, submissions, quick polls, pop-ups, workshops.
Involve	Work directly with stakeholders to explore issues and options.	We will work with you to understand your views and ensure they are considered in decisions.	Focus groups, advisory groups, community panels, stakeholder meetings.
Collaborate	Partner with the community in shaping solutions.	We will look to you for advice, ideas and recommendations and will work with you to find preferred solutions.	Co-design sessions, deliberative panels, collaborative design and visioning workshops.
Empower	Place final decision-making in the hands of the community.	We will implement what you decide.	Community-led planning processes.



STAKEHOLDER IDENTIFICATION

We take a structured approach to identifying stakeholders by considering who is affected by a decision or project, who has an interest or influence and who may be impacted as a result. We apply an equity lens to ensure underrepresented or less-heard voices are identified and included from the outset.

ENGAGEMENT METHODS AND TOOLS

We select engagement methods based on the purpose, audience and level of influence as guided by the IAP2 spectrum.

By focusing on the following principles, we ensure the methods we choose are effective, meaningful and respectful of the community's time and effort:

- Fit-for-purpose – methods are chosen to match the project objectives and community needs.
- Inclusive – information and activities are accessible and reduce barriers to participation.
- Flexible – we provide more than one way to participate using both online, hard copy and in-person options.
- Creative and place-based – we look for opportunities to design engaging, locally relevant experiences.
- Efficient – we avoid duplication and coordinate with other engagement activities where possible.

REPORTING AND CLOSING THE LOOP

We report back transparently, summarising feedback, explaining its influence and communicating decisions to maintain trust.

EVALUATION AND CONTINUOUS IMPROVEMENT

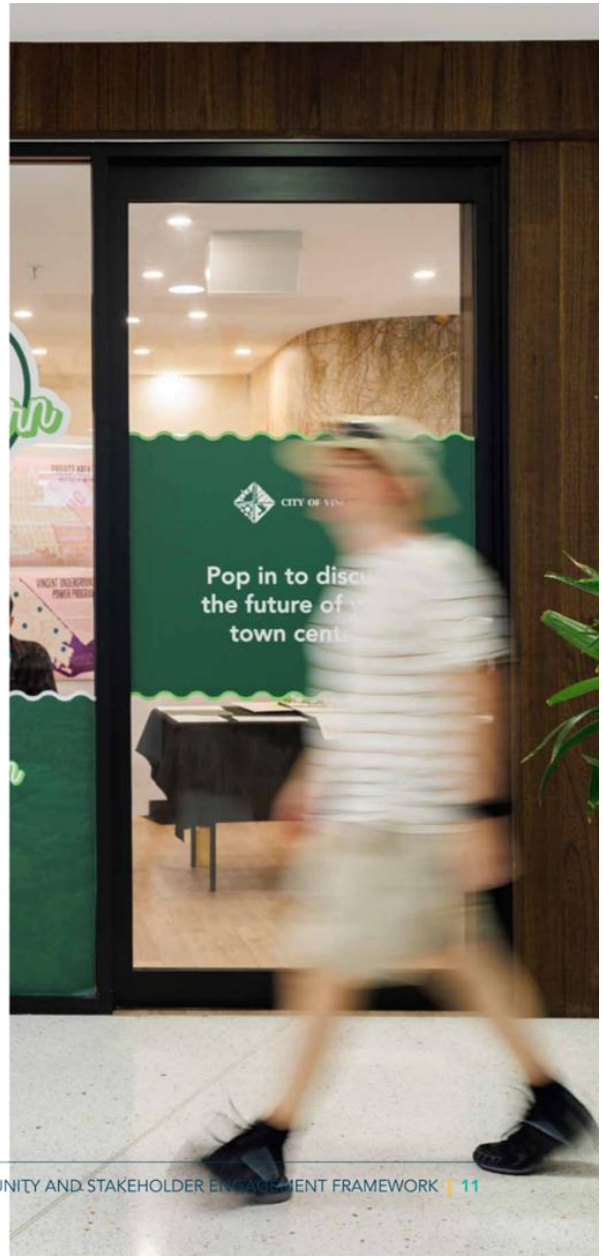
We evaluate engagement to assess objectives, inclusiveness and impact and share lessons to improve future practice.

TOOLKIT AND SUPPORTING RESOURCES

The toolkit provides templates, checklists and guidance to support implementation and will be updated more regularly than the Framework to reflect emerging methods and lessons learned.

REVIEW

The Framework will be reviewed every four years, aligned with the review of the Stakeholder and Community Engagement Policy, or earlier if required by significant changes to legislation, best practice or community expectations.



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This document is available in other formats and languages upon request.
COV2108

8 CHIEF EXECUTIVE OFFICER

8.1 APPROVAL TO ADVERTISE AMENDED COUNCIL MEMBER CONTINUING PROFESSIONAL DEVELOPMENT POLICY - STANDARD AMENDMENT

Attachments:

1. **Council Members Continuing Professional Development Policy - 2026 review (tracked)**
2. **Council Members Continuing Professional Development Policy - 2026 review (clean)**
3. **WALGA Template Policy - Council Member Continuing Professional Development**

RECOMMENDATION

That Council APPROVES BY ABSOLUTE MAJORITY the proposed amendments to the Council Member Continuing Professional Development Policy, at Attachment 1, for the purpose of community consultation.

PURPOSE OF REPORT:

For Council to approve, for the purpose of community consultation, the proposed amendments to the Council Member Continuing Professional Development Policy as detailed at **Attachment 1**.

DELEGATION:

Section 2.7 of the *Local Government Act 1995* sets out the Role of Council as being to 'determine the local government's policies'. There is no delegation to Administration to make, review or repeal policies.

BACKGROUND:

The requirement of provisions outlined in clause 1.3 of the Corporate Document Development Policy were presented to Council Members though the monthly Policy Paper in February.

In July 2019 the *Local Government Act 1995* (Act) was amended to include a requirement for all local governments to prepare and adopt a policy in relation to the continuing professional development of Council Members and to review the policy after each ordinary election.

WALGA created a template policy as a guide for local governments to consider when developing or amending a Council Member Continuing Professional Development Policy. WALGA's template policy is at **Attachment 3**.

At its 16 June 2020 Council Meeting Council adopted its Council Member Continuing Professional Development Policy.

The policy was developed with consideration of the WALGA template policy and updated to reflect the City's existing practice.

The policy was last reviewed by administration in April 2024 with the amended policy approved by Council on 20 August 2024.

In accordance with section 5.128(5) of the Act, the policy must be reviewed after each ordinary election. The policy may be reviewed more frequently if changes to strategic objectives or industry standards occur.

DETAILS:

Requirement for a documented City position (including community need or legislative requirement):

Section 5.128 of the Act requires local governments to adopt a policy (by absolute majority) relating to the continuing professional development of council members.

Examples of current / best practice:

Administration has researched the continuing professional development policies of 7 other metropolitan local governments and considered the provisions of the WALGA template policy at **Attachment 3**.

Amendments to the Policy Objectives

The Policy Objectives have been refined to:

- *Addition*: Explicit reference to *s.5.126* (mandatory training) and *s.5.127* (annual training report) to strengthen legislative compliance.
- *Addition*: Emphasis on governance capability and informed decision-making to align with WALGA template and best practice.
- *Revision*: Broaden scope from “guidance” to “framework” to reflect a structured, strategic approach rather than procedural guidance.
- *Retention*: Commitment to continuing professional development remains but now linked to statutory obligations and strategic outcomes.

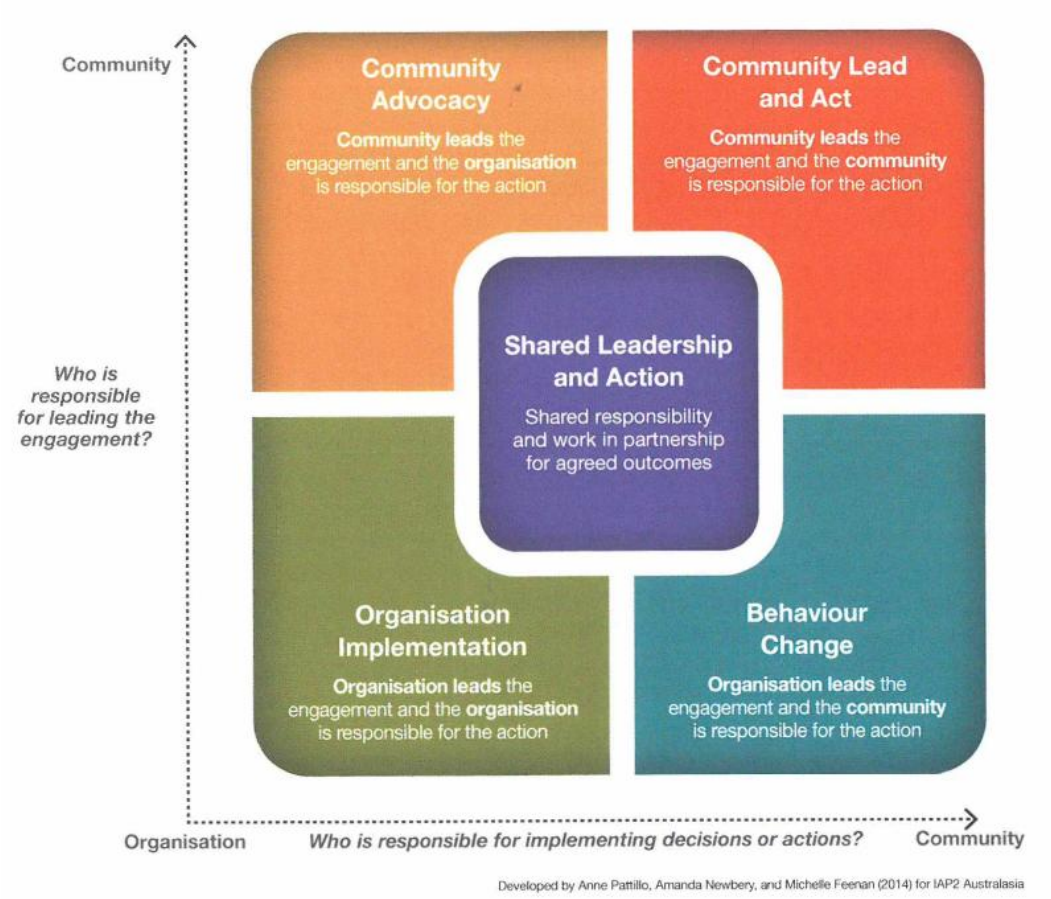
The amendments do not change the core intent of the policy but strengthen clarity, governance controls and alignment with legislative requirements.

Other Key Amendments

Key amendments include:

- Introduction of a Scope clause clarifying that the policy applies to Council Member training and continuing professional development, including mandatory training required under the *Local Government Act 1995*.
- Updated the Purpose and Objective to reference compliance with statutory reporting and policy requirements under the Act.
- Expanded the definition of eligible professional development to include formal qualifications, individual units of study, and CPD memberships, and require training to be delivered by recognised providers or professional organisations.
- Clarified the application and approval process, including required information for training requests and consideration of approval thresholds and travel locations.
- Introduced a limit on extended absences to ensure no more than two Council Members attend external professional development activities concurrently, unless otherwise resolved by Council.
- Strengthened knowledge-sharing requirements, requiring reports for all CPD activities within one month of attendance.
- Addition of a new Travel and Expenses section outlining arrangements for travel, accommodation, meals and incidental expenses in accordance with the Salaries and Allowances Tribunal Determination.
- Formally incorporated support for High Level Training Programs, including provisions for participation, membership contributions and knowledge sharing.
- Enhanced the Annual Training Report requirements by specifying key data fields and requiring the report to be presented to Council prior to publication on the City’s website.
- Acknowledged that mandatory training exemptions may apply under Regulation 36 of the *Local Government (Administration) Regulations 1996*.

CONSULTATION/ADVERTISING:



Organisation Implementation

Organisations lead engagement and seek input, shape the policies, projects and services for which they are responsible. This is a familiar and traditional approach to policy development, project management and service delivery.

Tension: People feel forced leading to an unresponsive process.
Mitigation: Increasing the level of influence, and implementing a transparent, robust process.

Required under regulations/legislation

Communicate how community and stakeholder input has influenced the decision-making or implementation

In accordance with the City's Corporate Document Development Policy draft policy documents are presented to Council for approval and authorisation to commence community consultation. All proposed changes, other than those covered by clause 5.8, will be advertised in accordance with, but not limited to, the requirements of the City's Community and Stakeholder Engagement Policy and guided by the following amendment classifications;

- **Complex Amendments** - Broad public engagement will be required, aligned with the Community and Stakeholder Engagement Policy, to ensure significant changes are thoroughly communicated and reviewed.
- **Standard Amendments** - Will be advertised for a minimum of 21 days in accordance with the Community and Stakeholder Engagement Policy. Consultation methods will be tailored based on the potential impact of the amendments, with recommendations presented to Council for determination.

The proposed amendments to the Council Member Continuing Professional Development Policy will be advertised for 21 days via:

- notice published on Imagine Vincent and the City's website;
- inclusion in the City's E-news publication; and
- the notice board at the City's Administration and Library and Local History Centre.

Public notice of this proposed new policy will be provided from 21 April 2026.

Previous consultation in 2024 included the below:

- A consultation webpage, published on the Imagine Vincent website from 13 March 2024 to 10 April 2024, was visited by 18 members of the public.
- A news item was published on the City's website on 19 June 2024.

No public submissions were received.

LEGAL/POLICY:

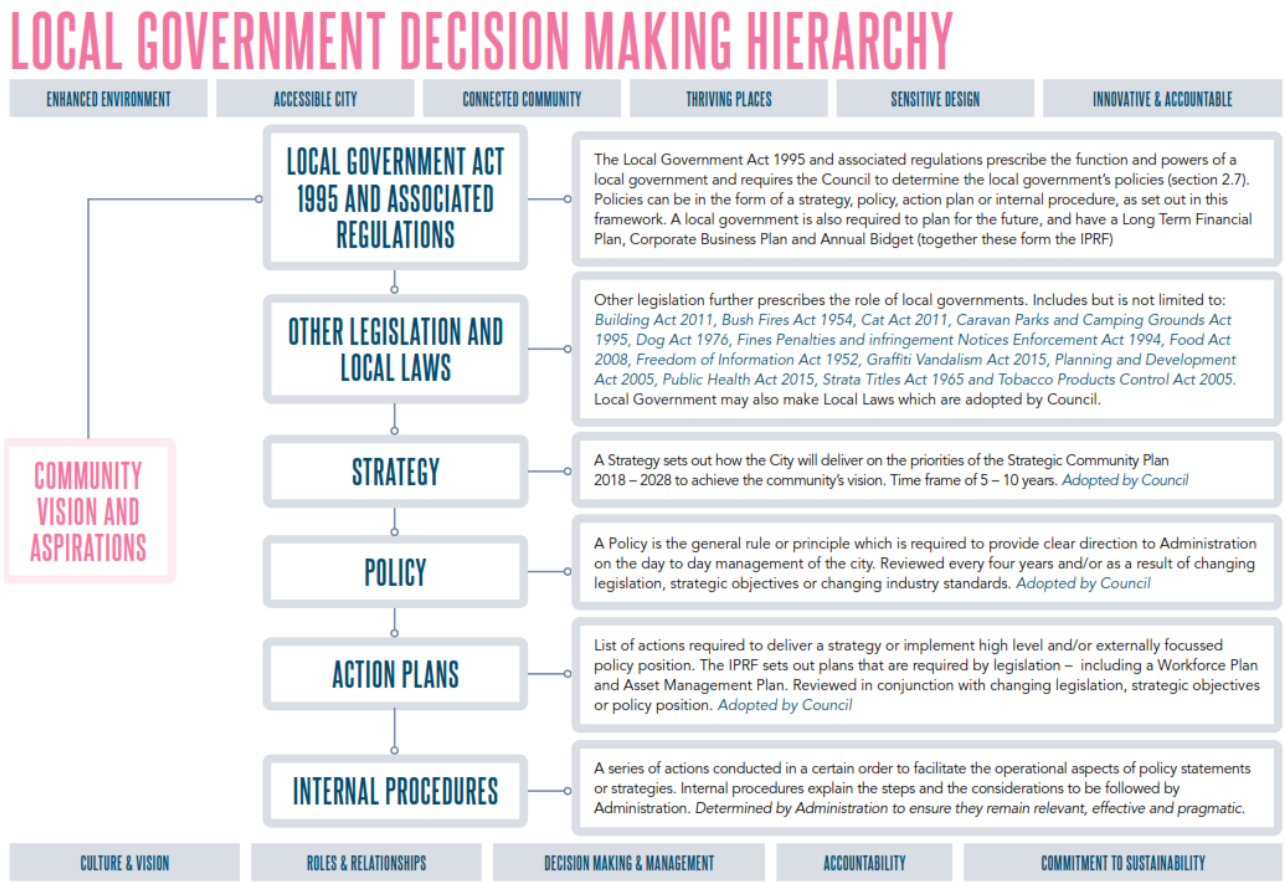
Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

The City's Corporate Document Development Policy sets out the process for the development and review of the City's policy documents.

In accordance with clause 2.3 of the Corporate Document Development Policy:

The purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy.

The purpose of a policy is to provide guidance concerning the professional development of Council Members. Section 5.128 of the Act requires local governments to review its policy relating to the continuing professional development of council members after each ordinary election and prescribes that the local government may amend the policy (by absolute majority).



RISK MANAGEMENT IMPLICATIONS

Risk Category	Risk Appetite/Tolerance Statement	Descriptor
Governance – Less than better-practice governance and due diligence	The City has a **low risk tolerance** for less than better-practice decision-making for governance, due diligence, accountability and sustainability.	The amendments refine the policy framework, clarify scope, approval processes, reporting requirements and knowledge-sharing obligations, supporting consistent, transparent and best-practice governance arrangements for Council Member development.
Values & Behaviours – Low individual and team performance	The City has a **low risk appetite** for behaviour or conduct which does not meet standards of integrity, performance excellence and accountability.	Strengthening the professional development framework for Council Members supports governance capability, ethical leadership and informed decision-making, aligning with the City's values and expectations of elected members.

Low: It is low risk for Council to approve the proposed amendments for the purpose of community consultation, as the changes strengthen governance controls, legislative compliance and Council capability, and align with Council's adopted Risk Appetite and Tolerance Statements.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Innovative and Accountable

We embrace good ideas or innovative approaches to our work to get better outcomes for Vincent and our community.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes.

PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025.*

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

Legislation / local law requirements	Section 5.126 of the *local government act 1995.* *'each council member must complete training in accordance with regulations.'* Section 5.127 of the *local government act 1995.* *'A local government must prepare a report for each financial year on the training completed by council members in the financial year'* Section 5.128 of the *Local government act 1995.* *'the chief executive officer shall maintain a register of professional development.* *This policy must be adopted and reviewed by absolute majority vote.* *This policy must be reviewed after each ordinary election* *The CEO must publish an up-to-date version of the policy on the local government's official website'.* Regulation 34ad *local government (administration) regulations 1996.*
Relevant delegations	Nil
Related policies, procedures and supporting documentation	Council Members Allowances, Fees and Reimbursement of Expenses Policy Register of Professional Development (D17/36578)

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PRELIMINARY

INTRODUCTION

Council acknowledges its commitment to the training and development of Council Members to assist in the fulfilment of duties and responsibilities of public office and in the interests of effective representation.

Council Members are encouraged to continually improve their knowledge and expertise to enhance the quality of representation and promote well informed decision making. This can be achieved by participating in conferences, programs and training courses which provides for professional development relating to their role and responsibilities in local government.

Such professional development programs are those developed by industry-recognised providers and (generally) delivered locally.

Access and participation in the identified professional development courses and programs is made available to all Council Members.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

PURPOSE

The primary objective of this policy is to provide guidance concerning the professional development of Council Members.

OBJECTIVE

To establish a framework for the continuing professional development of Council Members that supports compliance with sections 5.126, 5.127 and 5.128 of the *Local Government Act 1995*, enhances governance capability, and promotes informed decision-making through equitable access to training, mandatory modules, and ongoing development opportunities.

~~To:~~

- ~~establish policy, in accordance with 5.128 of the *Local Government Act 1995*, that details the City's commitment to the continuing professional development of Council Members, and~~
- ~~reinforce the reporting obligations on the training completed by Council Members in each financial year.~~

SCOPE

This Policy applies to ~~City of Vincent Council Members.~~ Council Member training and continuing professional development, including mandatory training required under s.5.126 of the *Local Government Act 1995*.

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COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

POLICY PROVISIONS

DEFINITIONS

Professional Development means activities that support the ongoing development of knowledge, skills, and professional capability relevant to local government and of interest or benefit to the City of Vincent. This may include, but is not limited to:

- Training courses and workshops
- Conferences, conventions, congresses, forums, and information sessions
- Study tours and professional events
- Formal qualifications delivered by accredited education institutions
- Individual units of study
- Continuing Professional Development (CPD) memberships and programs

Professional development activities must be delivered or facilitated by industry-recognised providers, peak bodies, professional organisations, accredited education institutions, or other reputable training providers.

~~**Professional Development** means; training, conferences, conventions, congresses, study tours, forums, information sessions, workshops and events related to local government and of interest to the City of Vincent.~~

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

POLICY

1. Meeting the professional development needs of Council Members

The City will endeavour to address and meet the identified professional development needs of Council Members.

The options for providing such professional development includes:

1.1 Council Member Induction

Following each election, the City of Vincent will conduct a comprehensive induction program, providing newly elected Council Members with information that will support them to understand Council Member roles and responsibilities; legislative obligations; personal responsibilities; and strategic direction of the Local Government. Continuing/previously elected Council Members are encouraged to participate in nominated elements of the induction program, to assist in fostering a team culture and to refresh their understanding.

1.2 Mandatory Modules for Council Members

- All Council Members elected to Council following the 2019 local government elections are required to complete the five mandatory modules of the Council Member Essentials Course.

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COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

- The training is valid for five years therefore a Council Member is only required to undertake the training at every second election.
- The course must be completed within 12 months of appointment to Council.
- **Mandatory Training Exemptions:** Exemptions from completing mandatory training may apply in accordance with Regulation 36 of the Local Government (Administration) Regulations 1996. Where an exemption applies, the Council Member will not be required to complete the relevant training module(s) within the specified timeframe.

1.3 Council Capacity Building

Within 6 months after an election, a Council Workshop will be convened to enable Council Members to collaboratively develop a program of Council Capacity Building.

The program developed at the workshop will form the basis for regular training provided to all Council Members as a group, to encourage Council to focus on continuous improvement in its function as a governing body.

The CEO will coordinate training in accordance with the agreed program, with details of dates and delivery modes to be determined in consultation with Council Members.

1.4 Continuing Professional Development

- Council Members will be provided access to all West Australian Local Government Association (WALGA) Council Member training and development programs;
- Council Members will be encouraged to attend annual conferences of the major professions in local government and other institutions of relevance to local government activities; and
- Council Members will be able to attend eligible events where the Chief Executive Officer (CEO) or Council is of the opinion attendance would benefit the Council Member and the City.

1.5 Training Outcomes

In order to be eligible for approval under this policy, Continuing Professional Development must be relevant to the role of a Council Member, and offer demonstratable benefit to the Council as a governing body, the City of Vincent as an organisation, and the broader community.

This includes Continuing Professional Development that:

- Enhances the understanding of Council Member roles and responsibilities, and/or the role and function of Local Government;
- Assists Council Members to develop knowledge and skills in relation to the strategic objectives of the City of Vincent;
- Enables Council Members to further develop personal and professional skills necessary for excellence in performance of the Council Member role; or
- Supports Council Members in developing and maintaining positive and healthy communication, team culture and relationships, to facilitate excellent teamwork to achieve outcomes that deliver good government for the City of Vincent community.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

Eligible Continuing Professional Development activities include:

- WA Local Government Association Council (WALGA) and Australian Local Government Association (ALGA) conferences.
- Special 'one off' conferences called for or sponsored by WALGA and/or ALGA on important Local Government issues.
- Annual conferences of the major professions in Local Government and other institutions of relevance to Local Government activities.
- Other Local Government-specific training courses, workshops and forums, relating to the outcomes listed above.
- Training relevant to the outcomes listed above offered by accredited organisations.
- Conferences, training, workshops or seminars that address the initiatives and projects identified in the City of Vincent's Strategic Community Plan, Corporate Business Plan or other strategic documents.

Council Members are encouraged to identify and share relevant Continuing Professional Development opportunities with Council and the CEO. The CEO will also identify and inform Council Members of relevant opportunities.

2. Accessing professional development

Request for professional development may be initiated by the Council Member or through Administration's Professional Development Training Program and must be forwarded to the CEO prior to enrolment or registration.

The application should specify course title, provider, program outline or link, anticipated benefits aligned to policy criteria, and full cost estimates.

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The CEO will consult with the Mayor in relation to the request to determine that:

- the application is relevant and appropriate and addresses the Council Member's professional development needs;
- there are enough funds available for all costs likely to be incurred in the elected member's proposed professional development; and
- the proposed Elected Member is the most appropriate to undertake the specific professional development.

No Council Member is permitted to undertake professional development in the last 6 months of his or her term of office, unless approved by Council.

No more than two Council Members are permitted to be on an extended CPD absence at the same time, unless otherwise approved by Council.

The CEO is authorised to approve requests from Council Members for professional development based on consultation with the Mayor and providing that:

- The training, development or conference is organised by an identified, industry recognised training provider;
- The training, development or conference is held within the Perth metropolitan region; and

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

- The training, development or conference does not conflict with scheduled Council or Committee meetings.

Any requests that do not meet the above criteria, including those for attendance at courses or conferences outside of the Perth metropolitan region are to be submitted to Council for consideration.

If the Mayor and CEO determine NOT to approve a request for professional development, the affected Council Member has the right to put the matter before Council for consideration and final determination.

3. ~~Booking Arrangements~~Registration, Travel and Expenses

The City of Vincent will be responsible for the costs associated with training or professional development approved in accordance with this policy, as detailed in this section.

Event Registration and Bookings — Formatted: Font: Bold

The City will make all bookings associated with the proposed professional development, including where relevant, airline bookings, accommodation and registration.

Council Members are not to pay such costs and seek reimbursement, except in the case of an emergency or unique circumstances and subject to the Chief Executive Officer's prior approval.

Travel — Formatted: Font: Bold

Where travel is involved, the actual costs of travel to and from the event venue are to be met by the City of Vincent in accordance with the current WA Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members (the Determination).

Travel arrangements are to be by the most cost effective and reasonably convenient mode.

Air travel is to be Economy Class at a time that is convenient to the Council Member. As far as is practicable, tickets will be purchased well in advance and take advantage of available discount fares.

A Council Member may seek approval to travel within Western Australia by private motor vehicle and be reimbursed for vehicle costs in accordance with the Determination. Approval may only be granted where the cost is approximately equivalent to the most cost effective mode of travel.

Meals — Formatted: Font: Bold

Funding for meals and incidental expenses is to be provided in accordance with the Determination.

Registration — Formatted: Font: Bold

Registration fees may include, where applicable, event registration, conference program dinners, technical dinners, technical tours and accompanying workshops identified within the event program.

Accommodation — Formatted: Font: Bold

Reasonable accommodation will be booked for the Council Member for a room at or in close proximity to the event venure and within the expenditure limitations prescribed in the Determination.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

Loyalty Program and Reward Points

Council Members are not to obtain personal benefit from expenditure of the City of Vincent funds and must not claim personal frequent flyer or accommodation loyalty points for air travel or accommodation paid for by the City of Vincent.

Accompanying Persons

Council Members are responsible and will be required to pay all costs associated with an accompanying person attending an event (including conference dinners and functions).

Booking Change/ Modification Costs

Costs incurred for cancellation of registration, travel or accommodation, where the cancellation is:

a. At the request of the Council Member, are to be paid by the Council Member; or
b. A requirement or for the convenience of the City of Vincent, are to be paid by the City of Vincent.

Cancellations

Costs incurred for cancellation of registration, travel or accommodation, where the cancellation is:

a. At the request of the Council Member, are to be attributed to the Council Member's individual allocation; or
A requirement or for the convenience of the City of Vincent, are to be paid by the City of Vincent.

~~4. Registration~~

~~The City will pay all normal registration costs for Council Members, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the City.~~

5.4. **Reports**

Following attendance at ~~conferences, congresses, study tours and any seminars, forums, workshops of two (2) days or more duration~~any CPD activity of two (2) days or more duration, the Council Member/s that attended shall submit an individual or composite report, which is to be signed by each attendee, to the Council (to be included in the Information Bulletin) within thirty days of their return ~~to Perth~~, for the Council's information and records. The report shall include a summary of the event's proceedings, major points of interest to the City, and any recommendations, including whether attendance at similar conferences in the future is warranted. Reports should be provided within one month of attendance and may be delivered as written summaries or verbal updates at workshops to maximise organisational benefit.

~~The report shall include a summary of the event's proceedings, major points of interest to the City and any recommendations, including as to whether attendance at similar conferences in the future is warranted.~~

Annual Training Report

Administration is required to report annually on training completed by Council Members. The report must include the Council Member Essentials Course and any continuing professional development undertaken by Council Members, and specify the following information: Council Member name, election date, mandatory training status and completion dates, title and date of each CPD activity, provider, cost, and

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COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

location. The report is to be provided to Council prior to publication and must be published on the City's website within one month of the end of the financial year.

~~Administration is also required to report annually on completed training. Completed training must be published on the City's website within one month of the financial year ending. This will include the Council Member Essentials Course and any continuing professional development undertaken by Council Members.~~

6.5. Budget allocation

The City's Annual Budget will include:

a. Whole of Council Training and Development

An allocation for Council as a whole, to be used for:

- Council Member Induction, dealt with under Part 1.1 of this Policy;
- Mandatory Council Member Training, dealt with under Part 1.2 of this Policy, and
- Council Capacity Building, dealt with under Part 1.3 of this Policy.

b. Council Member Professional Development

An allocation for each Council Member to be used for individual Continuing Professional Development, as specified under Part 1.4 of this Policy. Council Members may select training and professional development to be funded from this allocation, subject to approval in accordance with this Policy.

Unexpended allocations at the end of a financial year will not be carried forward to the next financial year.

Any professional development proposal that exceeds an individual Council Member's allocation will be referred for Council decision. Alternatively, the Council Member may choose to privately fund any shortfall. This will not be eligible for reimbursement from a future budget allocation.

6. High Level Training Programs

Subject to budget availability, up to two Council Members per financial year may be supported to undertake a recognised governance qualification with a course duration of five (5) days or more.

Where a membership-based pricing structure applies, Council Members will be required to purchase the relevant membership at their own cost where this results in a reduced course fee for the City. The purchase of the membership, which enables access to the reduced member rate, will be considered an equitable co-contribution by the Council Member.

Participation will be determined with regard to equitable access across the Council term, prior participation, and operational considerations.

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COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Initial Council Adoption	16/06/2020
Previous Title	Elected Member Continuing Professional Development Policy
Reviewed / Amended	20/08/2024
Next Review Date	10/2025

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

Legislation / local law requirements	Section 5.126 of the *local government act 1995*. *'each council member must complete training in accordance with regulations.'* Section 5.127 of the *local government act 1995*. *'A local government must prepare a report for each financial year on the training completed by council members in the financial year'* Section 5.128 of the *local government act 1995*. *'the chief executive officer shall maintain a register of professional development.* *This policy must be adopted and reviewed by absolute majority vote.* *This policy must be reviewed after each ordinary election* *The CEO must publish an up-to-date version of the policy on the local government's official website'.* Regulation 34ad l*ocal government (administration) regulations 1996*.
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PRELIMINARY

INTRODUCTION

Council acknowledges its commitment to the training and development of Council Members to assist in the fulfilment of duties and responsibilities of public office and in the interests of effective representation.

Council Members are encouraged to continually improve their knowledge and expertise to enhance the quality of representation and promote well informed decision making. This can be achieved by participating in conferences, programs and training courses which provides for professional development relating to their role and responsibilities in local government.

Such professional development programs are those developed by industry-recognised providers and (generally) delivered locally.

Access and participation in the identified professional development courses and programs is made available to all Council Members.

PURPOSE

The primary objective of this policy is to provide guidance concerning the professional development of Council Members.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

OBJECTIVE

To establish a framework for the continuing professional development of Council Members that supports compliance with sections 5.126, 5.127 and 5.128 of the *Local Government Act 1995*, enhances governance capability, and promotes informed decision-making through equitable access to training, mandatory modules, and ongoing development opportunities.

SCOPE

This Policy applies to Council Member training and continuing professional development, including mandatory training required under s.5.126 of the *Local Government Act 1995*.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

POLICY PROVISIONS

DEFINITIONS

Professional Development means activities that support the ongoing development of knowledge, skills, and professional capability relevant to local government and of interest or benefit to the City of Vincent. This may include, but is not limited to:

- Training courses and workshops
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- Individual units of study
- Continuing Professional Development (CPD) memberships and programs

Professional development activities must be delivered or facilitated by industry-recognised providers, peak bodies, professional organisations, accredited education institutions, or other reputable training providers.

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

POLICY

1. Meeting the professional development needs of Council Members

The City will endeavour to address and meet the identified professional development needs of Council Members.

The options for providing such professional development includes:

1.1 Council Member Induction

Following each election, the City of Vincent will conduct a comprehensive induction program, providing newly elected Council Members with information that will support them to understand Council Member roles and responsibilities; legislative obligations; personal responsibilities; and strategic direction of the Local Government. Continuing/previously elected Council Members are encouraged to participate in nominated elements of the induction program, to assist in fostering a team culture and to refresh their understanding.

1.2 Mandatory Modules for Council Members

- All Council Members elected to Council following the 2019 local government elections are required to complete the five mandatory modules of the Council Member Essentials Course.
- The training is valid for five years therefore a Council Member is only required to undertake the training at every second election.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

- The course must be completed within 12 months of appointment to Council.

1.3 Mandatory Training Exemptions

Exemptions from completing mandatory training may apply in accordance with Regulation 36 of the Local Government (Administration) Regulations 1996. Where an exemption applies, the Council Member will not be required to complete the relevant training module(s) within the specified timeframe.

1.4 Council Capacity Building

Within 6 months after an election, a Council Workshop will be convened to enable Council Members to collaboratively develop a program of Council Capacity Building.

The program developed at the workshop will form the basis for regular training provided to all Council Members as a group, to encourage Council to focus on continuous improvement in its function as a governing body.

The CEO will coordinate training in accordance with the agreed program, with details of dates and delivery modes to be determined in consultation with Council Members.

1.5 Continuing Professional Development

- Council Members will be provided access to all West Australian Local Government Association (WALGA) Council Member training and development programs;
- Council Members will be encouraged to attend annual conferences of the major professions in local government and other institutions of relevance to local government activities; and
- Council Members will be able to attend eligible events where the Chief Executive Officer (CEO) or Council is of the opinion attendance would benefit the Council Member and the City.

1.6 Training Outcomes

In order to be eligible for approval under this policy, Continuing Professional Development must be relevant to the role of a Council Member, and offer demonstratable benefit to the Council as a governing body, the City of Vincent as an organisation, and the broader community.

This includes Continuing Professional Development that:

- Enhances the understanding of Council Member roles and responsibilities, and/or the role and function of Local Government;
- Assists Council Members to develop knowledge and skills in relation to the strategic objectives of the City of Vincent;
- Enables Council Members to further develop personal and professional skills necessary for excellence in performance of the Council Member role; or
- Supports Council Members in developing and maintaining positive and healthy communication, team culture and relationships, to facilitate excellent teamwork to achieve outcomes that deliver good government for the City of Vincent community.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

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Eligible Continuing Professional Development activities include:

- WA Local Government Association Council (WALGA) and Australian Local Government Association (ALGA) conferences.
- Special 'one off' conferences called for or sponsored by WALGA and/or ALGA on important Local Government issues.
- Annual conferences of the major professions in Local Government and other institutions of relevance to Local Government activities.
- Other Local Government-specific training courses, workshops and forums, relating to the outcomes listed above.
- Training relevant to the outcomes listed above offered by accredited organisations.
- Conferences, training, workshops or seminars that address the initiatives and projects identified in the City of Vincent's Strategic Community Plan, Corporate Business Plan or other strategic documents.

Council Members are encouraged to identify and share relevant Continuing Professional Development opportunities with Council and the CEO. The CEO will also identify and inform Council Members of relevant opportunities.

2. Accessing professional development

Request for professional development may be initiated by the Council Member or through Administration's Professional Development Training Program and must be forwarded to the CEO prior to enrolment or registration.

The application should specify course title, provider, program outline or link, anticipated benefits aligned to policy criteria, and full cost estimates.

The CEO will consult with the Mayor in relation to the request to determine that:

- the application is relevant and appropriate and addresses the Council Member's professional development needs;
- there are enough funds available for all costs likely to be incurred in the elected member's proposed professional development; and
- the proposed Elected Member is the most appropriate to undertake the specific professional development.

No Council Member is permitted to undertake professional development in the last 6 months of his or her term of office, unless approved by Council.

No more than two Council Members are permitted to be on an extended CPD absence at the same time, unless otherwise approved by Council. The CEO is authorised to approve requests from Council Members for professional development based on consultation with the Mayor and providing that:

- The training, development or conference is organised by an identified, industry recognised training provider;
- The training, development or conference is held within the Perth metropolitan region; and

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

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- The training, development or conference does not conflict with scheduled Council or Committee meetings.

Any requests that do not meet the above criteria, including those for attendance at courses or conferences outside of the Perth metropolitan region are to be submitted to Council for consideration.

If the Mayor and CEO determine NOT to approve a request for professional development, the affected Council Member has the right to put the matter before Council for consideration and final determination.

3. Registration, Travel and Expenses

The City of Vincent will be responsible for the costs associated with training or professional development approved in accordance with this policy, as detailed in this section.

Event Registration and Bookings

The City will make all bookings associated with the proposed professional development, including where relevant, airline bookings, accommodation and registration.

Council Members are not to pay such costs and seek reimbursement, except in the case of an emergency or unique circumstances and subject to the Chief Executive Officer's prior approval.

Travel

Where travel is involved, the actual costs of travel to and from the event venue are to be met by the City of Vincent in accordance with the current WA Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members (the Determination).

Travel arrangements are to be by the most cost effective and reasonably convenient mode.

Air travel is to be Economy Class at a time that is convenient to the Council Member. As far as is practicable, tickets will be purchased well in advance and take advantage of available discount fares.

A Council Member may seek approval to travel within Western Australia by private motor vehicle and be reimbursed for vehicle costs in accordance with the Determination. Approval may only be granted where the cost is approximately equivalent to the most cost effective mode of travel.

Meals

Funding for meals and incidental expenses is to be provided in accordance with the Determination.

Registration

Registration fees may include, where applicable, event registration, conference program dinners, technical dinners, technical tours and accompanying workshops identified within the event program.

Accommodation

Reasonable accommodation will be booked for the Council Member for a room at or in close proximity to the event venure and within the expenditure limitations prescribed in the Determination.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

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Loyalty Program and Reward Points

Council Members are not to obtain personal benefit from expenditure of the City of Vincent funds and must not claim personal frequent flyer or accommodation loyalty points for air travel or accommodation paid for by the City of Vincent.

Accompanying Persons

Council Members are responsible and will be required to pay all costs associated with an accompanying person attending an event (including conference dinners and functions).

Booking Change/ Modification Costs

Costs incurred for cancellation of registration, travel or accommodation, where the cancellation is:

a. At the request of the Council Member, are to be paid by the Council Member; or
b. A requirement or for the convenience of the City of Vincent, are to be paid by the City of Vincent.

Cancellations

Costs incurred for cancellation of registration, travel or accommodation, where the cancellation is:

a. At the request of the Council Member, are to be attributed to the Council Member's individual allocation; or
b. A requirement or for the convenience of the City of Vincent, are to be paid by the City of Vincent.

4. Reports

Following attendance at any CPD activity of two (2) days or more duration, the Council Member/s that attended shall submit an individual or composite report, which is to be signed by each attendee, to the Council (to be included in the Information Bulletin) within thirty days of their return, for the Council's information and records.

The report shall include a summary of the event's proceedings, major points of interest to the City, and any recommendations, including whether attendance at similar conferences in the future is warranted. Reports should be provided within one month of attendance and may be delivered as written summaries or verbal updates at workshops to maximise organisational benefit.

Annual Training Report

Administration is required to report annually on training completed by Council Members. The report must include the Council Member Essentials Course and any continuing professional development undertaken by Council Members, and specify the following information: Council Member name, election date, mandatory training status and completion dates, title and date of each CPD activity, provider, cost, and location. The report is to be provided to Council prior to publication and must be published on the City's website within one month of the end of the financial year.

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

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5. Budget allocation

The City's Annual Budget will include:

a. Whole of Council Training and Development

An allocation for Council as a whole, to be used for:

- Council Member Induction, dealt with under Part 1.1 of this Policy;
- Mandatory Council Member Training, dealt with under Part 1.2 of this Policy, and
- Council Capacity Building, dealt with under Part 1.4 of this Policy.

b. Council Member Professional Development

An allocation for each Council Member to be used for individual Continuing Professional Development, as specified under Part 1.5 of this Policy. Council Members may select training and professional development to be funded from this allocation, subject to approval in accordance with this Policy.

Unexpended allocations at the end of a financial year will not be carried forward to the next financial year.

Any professional development proposal that exceeds an individual Council Member's allocation will be referred for Council decision. Alternatively, the Council Member may choose to privately fund any shortfall. This will not be eligible for reimbursement from a future budget allocation.

6. High Level Training Programs

Subject to budget availability, up to two Council Members per financial year may be supported to undertake a recognised governance qualification with a course duration of five (5) days or more.

Where a membership-based pricing structure applies, Council Members will be required to purchase the relevant membership at their own cost where this results in a reduced course fee for the City. The purchase of the membership, which enables access to the reduced member rate, will be considered an equitable co-contribution by the Council Member.

Participation will be determined regarding equitable access across the Council term, prior participation, and operational considerations.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Initial Council Adoption	16/06/2020
Previous Title	Elected Member Continuing Professional Development Policy
Reviewed / Amended	20/02/2026
Next Review Date	02/2028

COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

CITY OF VINCENT

WALGA Template
Council Member Continuing Professional Development Policy

WALGA Note:

*WALGA provides this template policy as a **guide** for Local Governments. It includes suggested components and wording only. Local Governments should review this policy content and consider, develop and implement policy suitable to their operational requirements. Detailed commentary is provided to outline possible options, and should be deleted before policy adoption.*

Remember:

Policy implementation is given effect through appropriate induction, ongoing training and operational procedures that evidence Council Members and Employees have been made aware of and are accountable for their obligations and responsibilities.

Template Policy Commentary

As there is scope for a range of approaches to Continuing Professional Development, the following comments outline the approach taken in this Template Policy, and discusses matters for further consideration by Local Governments.

Part 1 - Budget Allocations

Local Governments should consider how the budget for Continuing Professional Development will be structured. This Template Policy proposes an allocation for Council as a whole, as well as individual allocations for each Council Member. This ensures that each Council Member has equitable access to funding, and that the expenditure of funds on individual Continuing Professional Development is not to the detriment of Council Member Induction and Council Capacity Building.

Local Governments may wish to consider whether to specify the allocation $value amounts in the policy (subject to CPI increments annually).

This Template Policy is drafted on the basis that Mandatory Training will be funded from the group allocation, rather than from an individual Council Member's allocation. Local Governments may choose to take a different approach.

Part 2 – Council Member Induction

The Department of Local Government, Sport and Cultural Industries (DLGSC) has produced an Elected Member Induction Operational Guideline that outlines the types of information that should be included in a Council Member induction program. Local Governments may wish to include further details of their induction program in this policy.

During the induction, Council Members could be informed of the Mandatory Council Member Training requirements and the options available for their participation in and completion of the training and assessments. Council Members could also be introduced to the Continuing Professional Development Policy, advised of the budgeted allocation, and invited to begin identifying their collective and individual development priorities.

An induction follow up session could be an opportunity for Council Members to provide feedback on the induction program, and identify collective priorities for further training, which can be addressed through Council Capacity Building. Local Governments may also wish to invite all Council Members to undertake a self-assessment to identify priorities for their individual Continuing Professional Development.

Part 3 - Mandatory Council Member Training

This Template Policy is drafted to allow for two different approaches to Mandatory Council Member Training, and Local Governments should review and delete as applicable.

Local Governments may choose to conduct a procurement process to identify the most suitable/best value training provider and direct Council Members to nominate a delivery mode and time/date that is suitable. Local Governments may wish to arrange onsite delivery where a sufficient number of Council Members wish to complete training face to face. If considered relevant to Council as a whole, this could form part of the Council Capacity Building program.

Alternatively, Local Governments may allow Council Members to select their preferred training provider from the Department's approved providers.

Part 4 - Council Capacity Building

This Template Policy uses the term Council Capacity Building to refer to training and development completed by Council as a group. While each Council Member will have individual development needs and priorities, much training and development may be relevant to all Council Members. Training completed as a group allows Council Members to discuss and apply learning as they go, have a shared point of reference and build communication and relationships. In addition, it may be more cost effective and efficient for training to be delivered to Council as a whole.

WALGA recommends that Council Capacity Building becomes part of the regular informal meetings of Council held by many Local Governments. Depending on the resources and priorities of the Local Government, this could take the form of a presentation by a Planning Officer, a team building session delivered by an external facilitator, or a workshop on meeting procedures.

This Template Policy proposes that a Council workshop is held to develop a Capacity Building program, the delivery of which will be facilitated by the CEO. This workshop is an opportunity for Council to consider their collective strengths and weaknesses, and prioritise the areas for improvement in order to better function as a governing body, and better serve the community. This workshop may also be an opportunity to commence policy review (see Part 9 of this Template Policy), in order to ensure that it is fit for purpose, and aligns with the professional development needs and priorities of the Council.

Part 5 – Continuing Professional Development

This section of the Template Policy provides example generic criteria to define eligible continuing professional development. Based on their own resources and priorities, Local Governments may wish to modify these criteria, or include a list of specific topics or types of training that will be eligible.

5.1 – Application and Approval

A two tier system of approvals is provided in this section. Local Governments may wish to modify the circumstances in which a request may be approved by Council or the CEO. For example, Local Governments may wish to remove the reference New Zealand, so that any request to attend training outside of Australia is referred to Council for approval. Local Governments may also choose to address non-attendance or non-completion of Continuing Professional Development in this section. For example, by specifying that approval may be granted by resolution of Council where the Council Member has not completed requirements for previously approved Continuing Professional Development, or has failed to do so within a reasonable period.

5.2 – Sharing of knowledge

This Template Policy includes a requirement that Council Members who attend individual training or continuing professional development provide a report on their attendance. This allows insights and benefits gained through the training to be shared with all Council Members. In addition, the process of reviewing the training and considering its application to the Council Member role may

be helpful for the Council Member who attended the training. Local Governments may wish to specify the format and timing for the provision of attendee reports.

Part 6 – Registration, Travel and Expenses

Expenses

This Template Policy provides a possible approach to expenses. Local Governments may wish to revise with reference to their resources and any existing policies or processes dealing with travel, expenses and reimbursement.

The current WA Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members can be accessed via the Tribunal website. The 2020 Determination prescribes the application of the Local Government Officers' (Western Australia) Interim Award 2011 in relation to reimbursement for use of a private vehicle, and the Public Service Award 1992 in relation to other travel costs and accommodation expenses.

Insurance

This Template Policy includes a section based on generic information from LGIS regarding the standard inclusions of Local Government Corporate Travel Protection. Local Governments should contact LGIS to confirm the conditions of their protection policy, and for specific advice. In addition, as specified in the Template Policy, Council Members should ensure they are familiar with the conditions of the policy before travelling.

Part 7 – Report on Training

This section of the Template Policy is based on the requirements specified in s.5.127 of the *Local Government Act 1995*, as well as advice from DLGSC on the format and content of this report. If Local Governments choose to modify this section, they should confirm that the minimum requirements of s.5.127 are met.

Part 8 – Council Member Commitment

The Council Member Commitment is intended to emphasise the positive approach to Continuing Professional Development, and commit Council Members to ensuring that they and the Local Government get the best possible value from all training. This section also addresses communication of availability and cancellation.

Local Governments may wish to give further consideration to the way in which Council Members are supported to complete Continuing Professional Development, and management of situations where completion is not achieved within a reasonable period. This is also discussed in relation to 5.1 – Application and Approval, above.

Part 9 – Policy Review

As this Policy must be reviewed following each election, Council has the opportunity to ensure it reflects the needs, priorities, strengths and weaknesses of the current Council and the strategic direction of the Local Government.

While the policy should retain sufficient flexibility to deal with changing circumstances, it may be helpful to modify Part 6 to include particular examples of training or professional development that would be considered eligible.

Council Member Continuing Professional Development Policy

Policy Objective

To give effect to the <<Shire/ Town / City>>'s commitment to facilitate continuing professional development of Council Members, which enhances their knowledge and develops their skills, thus augmenting Council's capacity for well-informed decision-making and the provision of good government for our community.

This policy provides a framework to assist Council Members to identify and access relevant training and defines the expenses that will be paid by the <<Shire/ Town / City>>.

This policy supports compliance with sections 5.127 and 5.128 of the *Local Government Act 1995* (the Act), which require Local Governments to prepare and adopt a policy in relation to the continuing professional development of Council Members, and to provide annual reports on training.

Policy Scope

This policy applies to Council Member training and continuing professional development, including mandatory training required under s.5.126 of the Act.

Policy Statement

1. Budget Allocations

The <<Shire/ Town / City of XXXX>>Annual Budget will include:

a. Whole of Council Training and Development

An allocation for Council as a whole, to be used for:

- Council Member Induction, dealt with under Part 2 of this Policy;
- Mandatory Council Member Training, dealt with under Part 3 of this Policy, and
- Council Capacity Building, dealt with under Part 4 of this Policy.

b. Council Member Professional Development

An allocation for each Council Member to be used for individual Continuing Professional Development, as specified under Part 5 of this Policy. Council Members may select training and professional development to be funded from this allocation, subject to approval in accordance with this Policy.

Unexpended allocations at the end of a financial year will not be carried forward to the next financial year.

Any professional development proposal that exceeds an individual Council Member's allocation will be referred for Council decision. Alternatively, the Council Member

may choose to privately fund any shortfall. This will not be eligible for reimbursement from a future budget allocation.

2. Council Member Induction

Following each election, the <<Shire/ Town / City of XXXX>> will conduct a comprehensive induction program, providing newly elected Council Members with information that will support them to understand Council Member roles and responsibilities; legislative obligations; personal responsibilities; and strategic direction of the Local Government. Continuing/previously elected Council Members are encouraged to participate in nominated elements of the induction program, to assist in fostering a team culture and to refresh their understanding.

3. Mandatory Council Member Training

Council Members are required to complete the Council Member Essentials Course within 12-months from the day on which they are elected, unless exempt under Regulation 36 of the *Local Government (Administration) Regulations 1996*. Council Members should confirm with the Chief Executive Officer whether they are eligible for an exemption.

The <<Shire/ Town / City of XXX>>'s preferred provider is [specify provider], and course delivery is available [delivery modes, options]. Council Members will be provided with enrolment options and the <<Shire/ Town / City>> will coordinate bookings and arrangements to implement their selection.

[OR

The <<Shire/ Town / City >> will provide newly elected Council Members with information on training options from which the Council Member may select according to their preferred delivery mode and availability. The <<Shire/ Town / City>> will make the necessary arrangements for enrolment.]

Where a majority of Council Members would prefer face to face training, the <<Shire/ Town / City>> may arrange on-site delivery and may coordinate this in cooperation with neighbouring Local Governments to achieve cost savings.

Council Members who are not yet required to complete the Mandatory Training may still choose to participate, with associated costs attributed to the Whole of Council Training and Development budget allocation.

4. Council Capacity Building

Within [a reasonable period/3 months/6 months] after an election, a Council Workshop will be convened to enable Council Members to collaboratively develop a program of Council Capacity Building.

The program developed at the workshop will form the basis for regular training provided to all Council Members as a group, to encourage Council to focus on continuous improvement in its function as a governing body and to address the outcomes set out in Part 6 of this policy.

The CEO will coordinate training in accordance with the agreed program, with details of dates and delivery modes to be determined in consultation with Council Members.

5. Continuing Professional Development

Formats
Eligible Continuing Professional Development formats include, but are not limited to:

- Short courses;
- Training courses;
- Workshops;
- Seminars;
- Conferences;
- Formal qualifications, or individual units or modules as components of formal qualifications; and
- Membership of professional development organisation, where the membership incorporates access to Continuing Professional Development.

Providers
Continuing Professional Development should be delivered by industry recognised training providers, peak bodies or professional organisations.

Outcomes
In order to be eligible for approval under this policy, Continuing Professional Development must be relevant to the role of a Council Member, and offer demonstrable benefit to the Council as a governing body, the <<Shire/ Town / City >> as an organisation, and the broader community.

This includes Continuing Professional Development that:

- Enhances the understanding of Council Member roles and responsibilities, and/or the role and function of Local Government;
- Assists Council Members to develop knowledge and skills in relation to the strategic objectives of the <<Shire/ Town / City >>;
- Enables Council Members to further develop personal and professional skills necessary for excellence in performance of the Council Member role; or
- Supports Council Members in developing and maintaining positive and healthy communication, team culture and relationships, to facilitate excellent teamwork to achieve outcomes that deliver good government for the <<Shire/ Town / City >> community.

Eligible Continuing Professional Development activities include:

- WA Local Government Association Council (WALGA) and Australian Local Government Association (ALGA) conferences.
- Special 'one off' conferences called for or sponsored by WALGA and/or ALGA on important Local Government issues.
- Annual conferences of the major professions in Local Government and other institutions of relevance to Local Government activities.
- Other Local Government-specific training courses, workshops and forums, relating to the outcomes listed above.
- Training relevant to the outcomes listed above offered by accredited organisations.
- Conferences, training, workshops or seminars that address the initiatives and projects identified in the <<Shire/ Town / City >>'s Strategic Community Plan, Corporate Business Plan or other strategic documents.

Council Members are encouraged to identify and share relevant Continuing Professional Development opportunities with Council and the CEO. The CEO will also identify and inform Council Members of relevant opportunities.

5.1 Application and Approval

Request for approval
Council Members who wish to attend training or professional development may make application by providing the following details to the CEO in writing:

a) Course or event title, provider or organiser name, location and date;
b) Copy of, or link to program, course outline or other summary of content;
c) An outline of the anticipated benefits of attendance, with reference to the eligibility criteria in this policy; and
d) Total estimated costs including accommodation, travel and sundry expenses.

Applications, including all required details, are to be submitted in reasonable time for registration. Where possible, the <<Shire/ Town / City >> will seek to take advantage of reduced prices for early registration.

Approval
Approval for Council Member attendance may be granted by:

(a) the Chief Executive Officer where the:
  (i) application complies with this policy;
  (ii) event is to be held within Australia or New Zealand; and
  (iii) the Council Member has sufficient funds available in their professional development allocation to meet all costs of attendance.

(b) resolution of Council where the:
  (i) application has been refused by the Chief Executive Officer;
  (ii) application does not comply with this policy;
  (iii) estimated costs of attendance exceed the available balance of the Council Member's annual professional development allocation; or
  (iv) event is to be held outside of Australia or New Zealand.

Limitations
Training and continuing professional development is for the purpose of enhancing a Council Member's performance of their role. Therefore, in some instances, approval may not be granted where attendance conflicts with scheduled Council or Committee meetings (i.e. a meeting where important strategic decisions are require or where the meeting may lack a quorum), unless Council has otherwise resolved.

Where attendance at a particular training or professional development event would require an extended absence, no more than two Council Members may attend, unless Council has otherwise resolved.

Approval will not be granted for training or continuing professional development that is scheduled to occur in the last six months of a Council Member's term of office.

5.2 Sharing of knowledge

In order to realise the maximum benefit for the <<Shire/ Town / City >>, Council Members will provide a report on their attendance, key features and benefits of the training or professional development within [one month/a reasonable period] after completion. Council Members may include ideas and innovations identified through the professional development for discussion at future Council Member workshops, where the matter relates to the <<Shire/ Town / City >>'s strategic objectives.

Knowledge sharing may be provided as a presentation or verbal update to an informal Council workshop, or a written report provided to the Chief Executive Officer and circulated to all Council Members. Where relevant, copies of resources obtained at the event may also be provided to the Chief Executive Officer for circulation to all Council Members.

6. Registration, travel and expenses

The <<Shire/ Town / City >> will be responsible for the costs associated with training or professional development approved in accordance with this policy, as detailed in this section.

Event Registration and Bookings
Travel, registration fees and accommodation are to be arranged directly by the <<Shire/ Town / City >> administration.

Council Members are not to pay such costs and seek reimbursement, except in the case of an emergency or unique circumstances and subject to the Chief Executive Officer's prior approval.

Travel
Where travel is involved, the actual costs of travel to and from the event venue are to be met by the <<Shire/ Town / City >> in accordance with the current WA Salaries and Allowances

Tribunal Determination for Local Government CEOs and Elected Members (the Determination).

Travel arrangements are to be by the most cost effective and reasonably convenient mode.

Air travel is to be by Economy Class at a time that is convenient to the Council Member. As far as is practicable, tickets will be purchased well in advance, and take advantage of available discount fares.

A Council Member may seek approval to travel within Western Australia by private motor vehicle and be reimbursed for vehicle costs in accordance with the Determination. Approval may only be granted where the cost is approximately equivalent to the most cost effective mode of travel.

A Council Member may choose to upgrade the mode of travel, however additional costs incurred are to be paid to the <<Shire/ Town / City >> by the Council Member before the <<Shire/ Town / City >> confirms the booking/s.

Registration
Registration fees may include, where applicable, event registration, conference program dinners, technical tours and accompanying workshops identified within the event program.

Accommodation
Reasonable accommodation will be booked for the Council Member for a room at or in close proximity to the event venue and within the expenditure limitations prescribed in the Determination.

If it is not reasonable to expect travel to occur on the day of the event, the booking may allow for arrival the day prior to commencement, and departure the day following the close of the event.

A Council Member may choose to upgrade their accommodation standard or extend their visit for personal reasons, however additional costs are to be paid to the <<Shire/ Town / City >> by the Council Member (including any additional associated or travel costs) prior to the <<Shire/ Town / City >> confirming the booking.

Loyalty Program and Reward Points
Council Members are not to obtain personal benefit from expenditure of <<Shire/ Town / City >> funds and must not claim personal frequent flyer or accommodation loyalty points for air travel or accommodation paid for by the <<Shire/ Town / City >>.

Meals and Incidental Expenses
Funding for meals and incidental expenses is to be provided in accordance with the Determination.

Meal expenses are to be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch and dinner where these meals are not provided at the event or in travel. When meals are included and have been paid for as part of the registration fee or accommodation costs, claims for alternative meals at venues other than the event will not to be paid by the <<Shire/ Town / City >>.

Incidental taxi, economy ride share or public transport modes of transport (i.e. to / from airport, event venue) may be claimed for reimbursement on submission of receipts.

In lieu of reimbursement, Council Members may request a cash advance prior to departure. This is conditional upon the Council Member providing a written acquittal and supporting receipts to the CEO within 7 days of return from travel. If a Council Member fails to provide a reasonable and satisfactory acquittal inclusive of unspent funds, the value of the un-acquitted funds will be incurred as a debt invoiced to the Council Member.

Travel Insurance – Intrastate, Interstate and International
Subject to policy wording and conditions, Council Members are covered by the <<Shire/ Town / City >>'s corporate travel protection for the duration of their travel relevant to attendance at the approved event, including any incidental private travel taken either side or during the event.

Council Members should review the conditions of the <<Shire/ Town / City >>'s corporate travel protection policy and member certificate to determine whether it is adequate for their personal needs and circumstances, and so that the <<Shire/ Town / City >> and/or the Council Member can make any necessary alternative arrangements.

Accompanying persons/entertainment costs
Council Members are responsible and will be required to pay all costs associated with an accompanying person attending an event (including conference dinners and functions).

The <<Shire/ Town / City >> may coordinate accompanying person bookings and registrations for travel, accommodation and the event / function, with costs incurred to be paid to the <<Shire/ Town / City >> by the Council Member prior to the <<Shire/ Town / City >> confirming the booking/s.

Booking Change / Modification Costs
Costs incurred for changing or modifying a booking for travel or accommodation, where the change or modification is:

a. At the request of the Council Member, are to be paid by the Council Member; or
b. A requirement or for the convenience of the <<Shire/ Town / City >>, are to be paid by the <<Shire/ Town / City >>.

Cancellations
Costs incurred for cancellation of registration, travel or accommodation, where the cancellation is:

a. At the request of the Council Member, are to be attributed to the Council Member's individual allocation; or
b. A requirement or for the convenience of the <<Shire/ Town / City >>, are to be paid by the <<Shire/ Town / City >>.

7. Report on training

The <<Shire/ Town / City>> is required to produce a report detailing the training completed by Council Members during each financial year, in accordance with s.5.127 of the Act.

The report will include the following details of both mandatory training and continuing professional development completed by Council Members:

- Name of Council Member;
- Date of election;
- Whether the Council Member is required to complete Mandatory Training, and if applicable, the due date for completion and date of completion;
- Title of each training course or module completed or event/conference attended;
- The date attended or completed;
- The training provider or event/conference organiser;
- The cost of attendance; and
- Location of the training or event.

The report will be provided to Council Members for their information, before being published on the <<Shire/ Town / City>>'s website within one month of the end of the financial year.

8. Council Member Commitment

Council Members are committed to:

a. Take a positive approach to identifying opportunities for improvement and professional development.
b. Prepare for, participate in and complete professional development and training approved/booked under this policy.
c. Apply the benefits of professional development to fulfilling their Council Member role, including by sharing their knowledge with other Council Members.
d. Make reasonable efforts to confirm their availability, or otherwise, to the CEO before booking deadlines.
e. When requested, advise the CEO of alternative dates / times that they would be available to facilitate their participation in training.
f. Advise the CEO, at the earliest opportunity, if they are unable to attend planned / booked training. Where training costs are unable to be refunded, applicable costs will be debited to the individual Council Member's allocation.

9. Policy Review

In accordance with s.5.128 of the Act, this policy will be provided for Council's review following each ordinary election. The <<Shire/ Town / City>> will ensure the policy review occurs within the first 12-months following each ordinary election.

Document Control Box							
Document Responsibilities:							
Owner:	[insert Position Title]			**Owner Business Unit:**	[insert Unit Title]		
Reviewer:	[insert Position Title]			**Decision Maker:**	Council		
Compliance Requirements:							
Legislation:	Sections 5.126, 5.127 and 5.128, Local Government Act 1995 Regulation 36, Local Government (Administration) Regulations 1996.						
Other:							
Organisational:							
Document Management:							
Risk Rating:		**Review Frequency:**	**[Biennial-following election]**	**Next Due:**	**[20##]**	**Records Ref:**	**[CP####]**
Version #	**Decision Reference:**		**Synopsis:**				
1.	[decision date / TRIM Ref]		[brief description of the adoption / changes approved]				
2.							

8.2 OUTCOME OF ADVERTISING AND ADOPTION OF NEW PRIVACY AND INFORMATION BREACH POLICY - STANDARD AMENDMENT

Attachments:

1. **Privacy and Information Breach Policy (updated) - clean**
2. **Privacy and Information Breach Policy (updated) - marked up**
3. **Policy No. 4.1.31 - Privacy Management (current)**

RECOMMENDATION:

That Council ADOPTS the Privacy and Information Breach Policy at Attachment 1, which is proposed to replace Policy No. 4.1.31 – Privacy Management, at Attachment 3.

PURPOSE OF REPORT:

To present the outcome of community consultation and seek approval of the proposed Privacy and Information Breach Policy at **Attachment 1**.

DELEGATION:

Section 2.7 of the *Local Government Act 1995* sets out the Role of Council as being to 'determine the local government's policies'. There is no delegation to Administration to make, review or repeal policies.

BACKGROUND:

At its 10 February 2026 Meeting, Council approved conducting community consultation of its intention to adopt the new Privacy and Information Breach Policy (Policy).

In accordance with the City's Community and Stakeholder Engagement Policy, community consultation was undertaken between 17 February and 11 March 2026, which is in excess of the 21 days required.

The Policy was advertised on the City of Vincent website, social media and through the following public notices:

- The consultation webpage was published on the Imagine Vincent website from 17 February to 11 March 2026 – with 21 unique visitors and a total of 31 views.
- News Item on the City's website on 17 February 2026 – with 10 views.
- Public Notice exhibited on the notice board at the City's Administration and Library and Local History Centre.

No public submissions were received.

During the consultation period, the proposed Policy was presented to the Audit, Risk and Improvement Committee (ARIC) at its 25 February 2026 meeting.

The ARIC requested that Administration determine the relevant provisions of the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) relating to Privacy Impact Assessments (PIAs) and incorporate any identified requirements into the City's policies, procedures and Project Management Framework.

In response, Administration reviewed the PRIS Act and noted that, while not yet in force, the legislation is set to include provisions requiring entities to undertake PIAs. Section 79 of the Privacy and Responsible Information Sharing (PRIS) Bill sets out requirements for PIAs to be undertaken in relation to activities assessed as having a high privacy impact, or which involve the handling of personal information in a manner likely to significantly affect the privacy of individuals.

These provisions are scheduled to come into force from 1 July 2026.
Administration also reviewed readiness guidance issued by the Office of Digital Government (DGov), which supports the use of PIAs as a risk-based mechanism to identify and manage privacy impacts associated with higher-risk activities in preparation for July 2026.

The proposed amendments to the Policy, marked up at **Attachment 2**, clarifies the circumstances in which PIAs will be undertaken by the City and formalises their use as part of a risk-based approach to privacy governance. The amendment does not introduce additional mandatory processes beyond those anticipated to arise upon commencement of the remaining provisions of the PRIS Act in July 2026.

DETAILS:

Requirement for a documented City position (including community need or legislative requirement):

The review of Policy 4.1.31 – Privacy Management ensures alignment with current and emerging legislative obligations under the PRIS Act and the associated Information Privacy Principles (IPPs). The existing Policy does not adequately reflect the expanded scope of privacy and information governance required under the new legislation and readiness guidance.

In accordance with the PRIS Readiness Plan, agencies are required to develop and publish an Information Breach Policy and Privacy Policy ahead of 1 July 2026. The proposed consolidated **Privacy and Information Breach Policy** therefore ensures the City meets its legislative readiness obligations and is positioned for full compliance when the remaining provisions commence.

The new Policy:

- Provides a clear framework for managing, recording and reporting information breaches;
- Defines the scope of personal and sensitive information collected by the City and the circumstances under which it may be disclosed;
- Clarifies the distinction between primary and secondary uses of information;
- Outlines how the IPPs apply to the City's privacy and information governance practices;
- Clarifies when PIAs may be undertaken to support the identification and management of privacy risks; and
- Aligns the policy position with the City's corporate values.

Alignment with the PRIS Act and IPPs positions the City to:

- Ensure compliance with current legislative requirements;
- Provide clarity and consistency to the community regarding the City's approach to privacy and responsible information sharing;
- Meet obligations under the PRIS Readiness Action Plan, including the requirement to establish a publicly available Information Breach Policy; and
- Strengthen the City's capacity to respond effectively to complaints and incidents involving information breaches.

Examples of current/best practice:

In 2024, DGov issued Readiness Guidance 10 to support agencies in the implementation of Action 8, the development and publication of a Privacy Policy. The guidance was designed to assist agencies in creating and maintaining a publicly available Privacy Policy aligned with IPP 5 – Openness and Transparency.

Although DGov has not provided a standardised template for Privacy or Information Breach Policies, the following examples of current practice have informed the development of the new Policy.

Notably, the following agencies have published policies addressing privacy and information breach management, including:

State Government	
WA Department of Education	• *Privacy and Responsible Information Sharing Policy*. • *Information Breach Policy*.
WA Department of Health	• *Information Breach Policy*.
Local Government	
City of Stirling	• *Information Handling and Breach Policy*, adopted 2024.
City of Bayswater	• *Information Handling and Privacy Policy*, adopted May 2025.
City of Cockburn	• *Privacy Management Policy*, adopted July 2025.
City of Swan	• *POL-C-207 Privacy (Policy)*, adopted December 2025.

CONSULTATION/ADVERTISING:

Further consultation is not required, as the proposed amendments align with anticipated obligations under the remaining provisions of the PRIS Act, scheduled to commence in July 2026, and are informed by guidance issued by DGov.

LEGAL/POLICY:

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

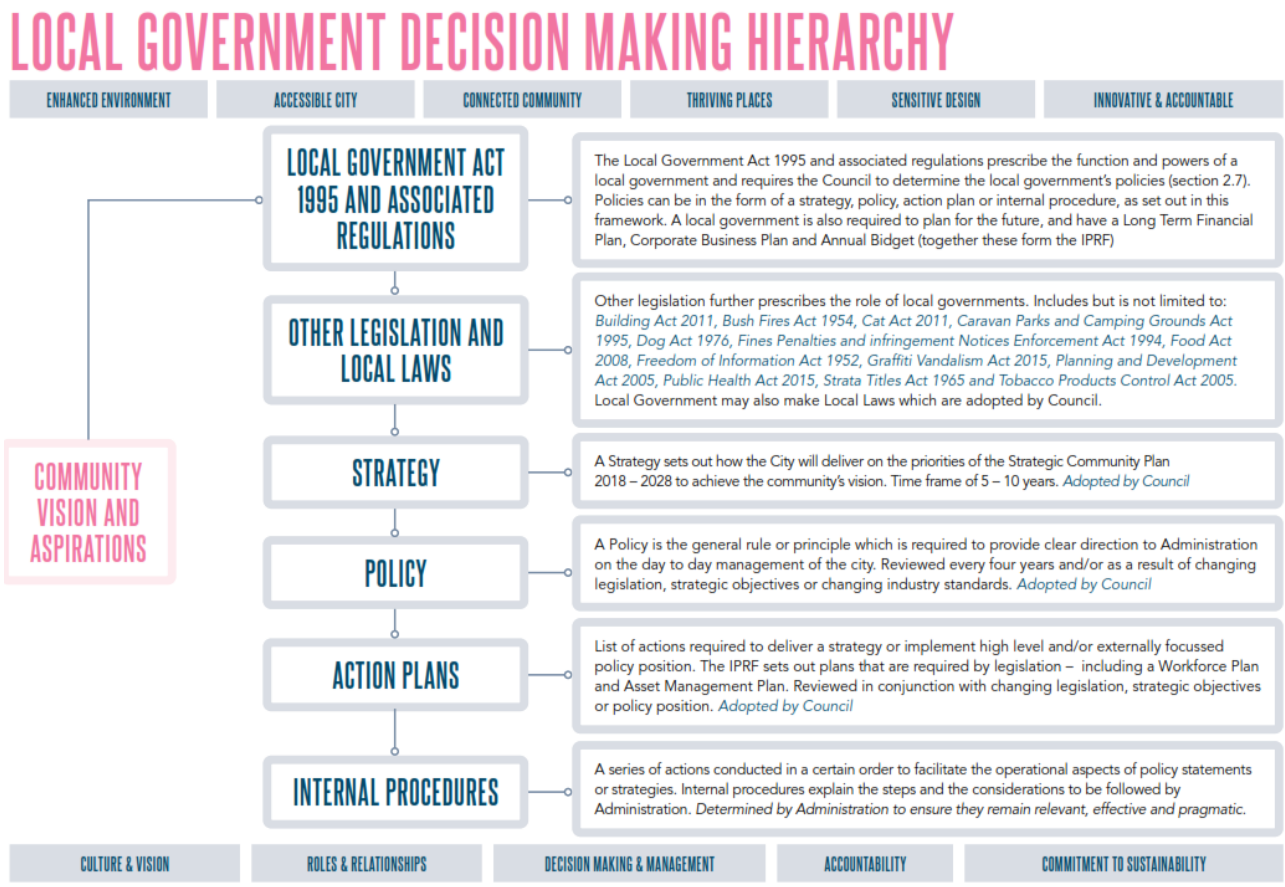
The City's Corporate Document Development Policy sets out the process for the development and review of the City's policy documents.

In accordance with clause 2.3 of the Corporate Document Development Policy:

The purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy.

The objective of the current Privacy Management Policy requires revision, as it references outdated legislation, including the *Privacy Act 1988 (Cwth)* and the *Privacy Amendment Act 2004 (Cwth)*, which have since been amended through the *Privacy and Other Legislation Amendment Act 2024*.

The purpose of the proposed Policy is to establish clear guidance on the City's handling of personal and sensitive information. It outlines the types of personal information the City collects, how that information is used and stored, and the safeguards in place to prevent and respond to information breaches.



RISK MANAGEMENT IMPLICATIONS

Risk Category	Risk Appetite/Tolerance Statement	Descriptor
Information & Systems Management –	The City has **no appetite** for threats to	Adoption of the Privacy and Information Breach Policy strengthens controls for the collection, use, storage

Risk Category	Risk Appetite/Tolerance Statement	Descriptor
Threats to personal information	or breaches of personal information.	and disclosure of personal information, and formalises breach response arrangements. The Policy reduces the likelihood and impact of privacy breaches and aligns with legislated obligations under the Privacy and Responsible Information Sharing Act 2024.
Information & Systems Management – Information security preservation	The City has a **very low appetite** for information security risk.	The Policy reinforces confidentiality, integrity and availability principles for information management, and introduces a structured, risk-based approach to identifying and managing privacy risks, including the use of Privacy Impact Assessments for higher-risk activities.
Governance – Breaches in regulations, professional standards and ethics	The City has a **very low risk appetite** for breaches in regulations, professional standards and ethics.	The Policy ensures compliance readiness for the PRIS Act and associated Information Privacy Principles, supporting lawful, ethical and accountable handling of personal information.
Governance – Less than better practice governance and due diligence	The City has a **low risk tolerance** for less than better-practice governance, due diligence and accountability.	The Policy aligns with DGov readiness guidance and establishes clear governance mechanisms for privacy and information breach management, supporting consistent and transparent decision-making.

Low: Adopting the proposed Policy is consistent with Council's adopted Risk Appetite and Tolerance Statements and represents a low-risk decision, as it strengthens governance, compliance and information security controls.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Connected and Healthy Community

We recognise, engage and partner with the Whadjuk Noongar people and culture.

Innovative and Accountable

We engage with our community so they are involved in what we are doing and how we are meeting our goals.

SUSTAINABILITY IMPLICATIONS:

Sustainable Vincent Framework

This does not contribute to any specific sustainability outcomes of the Sustainable Vincent Framework.

Enhanced Environment Strategy

This does not contribute to any specific sustainability outcomes of the City's Enhanced Environment Strategy 2025-2030.

PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025.*

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

PRIVACY AND INFORMATION BREACH POLICY

Legislation / local law requirements	*Privacy and Responsible Information Sharing Act 2024* *Privacy and Other Legislation Amendment Act 2024* *State Records Act 2000* *Freedom of Information Act 1992* *Public Interest Disclosure Act 2003* *Local Government Act 1995*
Relevant delegations	Nil.
Related policies, procedures and supporting documentation	Freedom of Information Requests Policy (CM D22/129721) ICT Incident (including Cyber) Management Plan (CM D24/66658) ICT Information Classification Procedure (CM D23/105358) Information Security Management System (ISMS) (CM D24/66668) Record Keeping Plan (CM D16/94546) Records Management Services Policy and Procedure Manual (CM D21/190477)

PURPOSE

The City of Vincent (City) views privacy compliance as an integral part of its commitment to accountability and integrity. The City values the privacy of its customers and stakeholders and is committed to upholding the highest standards of information privacy in alignment with the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act).

The purpose of this Policy is to provide clear and consistent guidelines to support the City in handling personal information responsibly, lawfully, and transparently.

The Policy will ensure the City takes reasonable steps to protect the information it handles from misuse and loss and from unauthorised access, modification, or disclosure.

OBJECTIVE

This policy details the types of personal information the City collects, what it's used for and how it's stored, and the measures in place to prevent and respond to information breaches.

PRIVACY AND INFORMATION BREACH POLICY

SCOPE

This policy applies to all City employees, Council Members, and individuals engaged to perform work on behalf of the City, including:

- contractors and consultants,
- temporary labour and service providers,
- volunteers, and
- third-party providers.

The City requires all contracted service providers to comply with this policy.

DEFINITIONS

Contracted Service Provider refers to a party to a services contract who provides services to or on behalf of an outsourcing entity under the contract, or a person who is a direct or indirect subcontractor of the party for the purposes of the services contract.

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the *Local Government Act 1995*.

De-identified information means personal data that has been modified or processed in such a way that the identity of an individual is no longer apparent and cannot reasonably be determined from the information.

Information Breach means unauthorised access to information, or unauthorised disclosure of information, or loss of information.

Information Sharing Agreement refers to the agreement or mechanism between entities to share information under the PRIS Act.

Personal Information means personal information as defined in section 4 of the PRIS Act.

Privacy Impact Assessment means a privacy impact assessment as defined in section 4 of the PRIS Act.

Sensitive Personal Information means sensitive personal information as defined in section 4 of the PRIS Act.

POLICY POSITION

The City takes reasonable steps to protect personal information by preventing misuse, loss, unauthorised access, re-identification, modification, or unauthorised disclosure.

PRIVACY AND INFORMATION BREACH POLICY

POLICY

1. Collection

The City collects personal information only when necessary to fulfil its functions, meet statutory obligations, deliver services, and support day-to-day operations.

This includes, but is not limited to, the following:

- Email, written, online and in person requests, applications, submissions, complaints, feedback and general enquiries related to the delivery of City services.
- Employment details during recruitment, onboarding and throughout employment.
- Video or audio call recordings for monitoring responses, training and quality assurance.
- Data from third-party platforms and cloud services supporting City operations.
- CCTV footage for safety, security, and operational purposes in public spaces.
- Location data and device identifiers, from City-approved websites and mobile apps.
- Community surveys, including details voluntarily provided for planning and policy development.
- Website analytics and cookies, including on the City's digital platforms to personalise content and improve user experience.
- Procurement details, including the collection of information from suppliers and contractors through the City's procurement systems.
- Inter-agency collaboration details, to support the delivery of joint initiatives.

1.1 Conditions of Collection

The City will only collect personal information when:

- it is necessary for the City's core functions (primary purpose),
- it relates to other City functions that the individual would reasonably expect (secondary purpose),
- it is authorised by law,
- the individual has provided consent, or
- it is required for research conducted in the public interest.

1.2 Use and Disclosure

The City uses personal information for the purpose for which it was collected. The City may also use information for another purpose when:

- the person would reasonably expect this use (secondary purpose),
- the person has given consent,
- the law requires or permits it,
- it is needed to prevent serious harm or protect safety,
- it is needed to investigate unlawful activity,

PRIVACY AND INFORMATION BREACH POLICY

- it is needed to develop, maintain or improve our services, technology or customer experience, or
- it is needed for research in the public interest, where people cannot be identified and it is not practical to get consent.

The City will not disclose personal information to third parties without the individual's consent, unless:

- the person would reasonably expect the disclosure because it is related (or, if sensitive, directly related) to the reason the information was originally collected, or
- the disclosure is with an organisation or government agency that funds or arranges services for the individual, or
- it is required or permitted by law,
- it is necessary to address an imminent and serious risk to an individual's life, health, or safety, or
- it is in accordance with a formalised Information Sharing Agreement.

The City will undertake Privacy Impact Assessments where required by the PRIS Act, or where an activity is assessed as high risk to privacy, including where the City proposes to:

- enter an Information Sharing Agreement,
- implement or make significant changes to systems that handle personal information,
- commence large projects involving the collection and handling of sensitive or personal information,
- use automated decision-making mechanisms to enhance services, or
- use personal information for a new function or initiative to deliver services.

To support its operations and service delivery, the City may share personal information with contracted service providers or other government entities, for the purpose of:

- conducting community consultation or research,
- delivering goods, infrastructure, or services, or
- collaborating with other government entities, including local, state, or federal agencies, where required to deliver services or where an Information Sharing Agreement is in place.

When sharing or accessing data with third parties, the City must comply with the conditions in any agreements, licences, or memoranda of understanding. These agreements govern how State and Federal agencies, including WA Police, use and access specific data resources.

Where a contracted service provider stores personal information, the City requires that party to comply with this policy.

2. Information Quality

The City cannot guarantee that the personal information it holds is accurate, for reasons including errors, omissions, and information becoming outdated over time.

PRIVACY AND INFORMATION BREACH POLICY

However, the City will take all reasonable steps, as appropriate in the circumstances, to ensure accuracy and completeness of personal information upon collection or before it is shared.

3. Information Security

Personal information is stored in on-premises and cloud-based systems.

Where cloud services are used, they are hosted in Australia and must comply with Australian privacy laws and contracted information security requirements.

Controls will be implemented to protect the information the City holds, including:

- multi-factor authentication;
- access controls;
- endpoint detection and response (EDR);
- encryption of data at rest and in transit;
- regular security patching and vulnerability management;
- a managed Security Information and Event Management (SIEM) service; and
- ongoing cybersecurity awareness training for staff.

The City will ensure that personal information is not kept any longer than necessary or destroyed or de-identified in line with accepted document disposal schedules and the City's Recordkeeping Plan.

4. Access and Correction

Individuals have the right to request access to their personal information held by the City and to seek correction if the information is inaccurate, incomplete, or out of date.

All requests will be managed in accordance with the City of Vincent Customer Service Charter.

Requests to access or correct personal information held by the City must be submitted in writing to:

Chief Executive Officer
City of Vincent
PO Box 82
Leederville WA 6902

Or via email to: **mail@vincent.wa.gov.au**

Where access to personal information is sought, individuals may be required to submit a formal Freedom of Information (FOI) request. Where access is refused, the City will provide written reasons and inform the individual of their right to seek review.

PRIVACY AND INFORMATION BREACH POLICY

CITY OF VINCENT

5. Unique Identifiers

Unique identifiers (such as driver's licence numbers) will only be collected if it is:

- necessary to carry out the City's official functions, or
- required by law.

When unique identifiers are collected, the City ensures they are handled securely and used only for their intended purpose.

6. Anonymity

Where it is lawful and practical, the City of Vincent will give individuals the option to remain anonymous or use a pseudonym when interacting with the City.

This may apply to general enquiries, feedback, or participation in surveys where personal identification is not required.

In some cases, providing personal information may be necessary to deliver services or respond to specific requests.

7. Automated Decision Making

The City may use automated decision-making to support minor decisions involving personal information to streamline services and enhance the customer experience, such as during the review of application assessments or routing of customer queries and requests.

Automated decision-making does not replace human decision-making for significant or high-risk decisions.

8. Disposal & De-identification

The City will securely and permanently destroy or de-identify personal information when it is no longer needed by law.

Disposal is conducted in a manner that ensures complete destruction of personal information, making it irretrievable.

8.1 Protection of de-identified information

The City will document all de-identification processes and ensure that de-identified data is handled securely.

Digital records are de-identified appropriately before disposal, such as when decommissioning devices or systems.

PRIVACY AND INFORMATION BREACH POLICY

8.2 Retention of Documents

Copies of proof-of-identity documents will not be retained unless required. Instead, a record of sighting will be created.

Unsolicited copies will be destroyed immediately.

9. Information Breaches

The City will conduct regular security assessments to detect and prevent data misuse or loss. If an information breach occurs, the City will investigate the extent of the incident and ensure appropriate containment and mitigation measures are applied.

9.1 Employee Responsibilities

The City requires all employees to immediately report any actual or suspected privacy breach, cyber incident, unauthorised access, disclosure, or loss of personal information to the Privacy Officer.

9.2 Mandatory Reporting

The City will comply with mandatory information breach reporting requirements when they commence under the PRIS Act. Where applicable, the City will notify the WA Information Commissioner and relevant law enforcement agencies.

9.3 Information Breach Prevention

The City will take proactive steps to reduce the risk of information breaches, including:

- Ongoing monitoring of systems,
- Regular security assessments,
- Maintaining effective information security controls, and
- Providing regular privacy and security training for staff.

9.4 Information Breach Response Process

If a breach occurs, the City will follow its Information Breach Response Plan by:

- Containing the breach,
- assessing the impact,
- notifying affected parties (if required), and
- preventing future occurrences.

The Privacy Officer is responsible for determining whether notification is required and identifying who needs to be notified.

PRIVACY AND INFORMATION BREACH POLICY

All information breaches will be recorded in the City's Information Breach Register.

Information recorded includes:

- The type of breach (e.g. unauthorised access, disclosure, or loss),
- Whether personal information was affected,
- Assessment outcomes (if the breach meets the notifiable definition),
- Details of who was notified and when (e.g. affected individuals or the Information Commissioner),
- Actions taken to reduce harm and prevent recurrence, and
- The estimated impact or cost of the breach.

9.5 Complaints

Complaints of alleged interferences with personal information may be made to the City. This may include unauthorised access, loss or disclosure of personal or sensitive personal information.

All complaints will be managed in accordance with the City of Vincent Customer Service Charter. Complaints must be submitted in writing to:

Chief Executive Officer
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Leederville WA 6902

Or via email to: mail@vincent.wa.gov.au

OFFICE USE ONLY	
Responsible Officer	Executive Manager Information and Communication Technology, Executive Manager Corporate Strategy and Governance
Initial Council Adoption	DD/MM/YYYY
Previous Title	Policy No: 4.1.31 Privacy Management
Reviewed / Amended	DD/MM/YYYY
Next Review Date	MM/YYYY

PRIVACY AND INFORMATION BREACH POLICY

Legislation / local law requirements	*Privacy and Responsible Information Sharing Act 2024* *Privacy and Other Legislation Amendment Act 2024* *State Records Act 2000* *Freedom of Information Act 1992* *Public Interest Disclosure Act 2003* *Local Government Act 1995*
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PRIVACY AND INFORMATION BREACH POLICY

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PRIVACY AND INFORMATION BREACH POLICY

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- it is required or permitted by law,
- it is necessary to address an imminent and serious risk to an individual's life, health, or safety, or
- it is in accordance with a formalised Information Sharing Agreement.

The City will undertake Privacy Impact Assessments where required by the PRIS Act, or where an activity is assessed as high risk to privacy, including where the City proposes to:

- enter an Information Sharing Agreement,
- implement or make significant changes to systems that handle personal information,
- commence large projects involving the collection and handling of sensitive or personal information,
- use automated decision-making mechanisms to enhance services, or
- use personal information for a new function or initiative to deliver services.

To support its operations and service delivery, the City may share personal information with contracted service providers or other government entities, for the purpose of:

- conducting community consultation or research,
- delivering goods, infrastructure, or services, or
- collaborating with other government entities, including local, state, or federal agencies, where required to deliver services or where an Information Sharing Agreement is in place.

When sharing or accessing data with third parties, the City must comply with the conditions in any agreements, licences, or memoranda of understanding. These agreements govern how State and Federal agencies, including WA Police, use and access specific data resources.

Where a contracted service provider stores personal information, the City requires that party to comply with this policy.

2. Information Quality

The City cannot guarantee that the personal information it holds is accurate, for reasons including errors, omissions, and information becoming outdated over time.

PRIVACY AND INFORMATION BREACH POLICY

However, the City will take all reasonable steps, as appropriate in the circumstances, to ensure accuracy and completeness of personal information upon collection or before it is shared.

3. Information Security

Personal information is stored in on-premises and cloud-based systems.

Where cloud services are used, they are hosted in Australia and must comply with Australian privacy laws and contracted information security requirements.

Controls will be implemented to protect the information the City holds, including:

- multi-factor authentication;
- access controls;
- endpoint detection and response (EDR);
- encryption of data at rest and in transit;
- regular security patching and vulnerability management;
- a managed Security Information and Event Management (SIEM) service; and
- ongoing cybersecurity awareness training for staff.

The City will ensure that personal information is not kept any longer than necessary or destroyed or de-identified in line with accepted document disposal schedules and the City's Recordkeeping Plan.

4. Access and Correction

Individuals have the right to request access to their personal information held by the City and to seek correction if the information is inaccurate, incomplete, or out of date.

All requests will be managed in accordance with the City of Vincent Customer Service Charter.

Requests to access or correct personal information held by the City must be submitted in writing to:

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Or via email to: **mail@vincent.wa.gov.au**

Where access to personal information is sought, individuals may be required to submit a formal Freedom of Information (FOI) request. Where access is refused, the City will provide written reasons and inform the individual of their right to seek review.

PRIVACY AND INFORMATION BREACH POLICY

CITY OF VINCENT

5. Unique Identifiers

Unique identifiers (such as driver's licence numbers) will only be collected if it is:

- necessary to carry out the City's official functions, or
- required by law.

When unique identifiers are collected, the City ensures they are handled securely and used only for their intended purpose.

6. Anonymity

Where it is lawful and practical, the City of Vincent will give individuals the option to remain anonymous or use a pseudonym when interacting with the City.

This may apply to general enquiries, feedback, or participation in surveys where personal identification is not required.

In some cases, providing personal information may be necessary to deliver services or respond to specific requests.

7. Automated Decision Making

The City may use automated decision-making to support minor decisions involving personal information to streamline services and enhance the customer experience, such as during the review of application assessments or routing of customer queries and requests.

Automated decision-making does not replace human decision-making for significant or high-risk decisions.

8. Disposal & De-identification

The City will securely and permanently destroy or de-identify personal information when it is no longer needed by law.

Disposal is conducted in a manner that ensures complete destruction of personal information, making it irretrievable.

8.1 Protection of de-identified information

The City will document all de-identification processes and ensure that de-identified data is handled securely.

Digital records are de-identified appropriately before disposal, such as when decommissioning devices or systems.

PRIVACY AND INFORMATION BREACH POLICY

8.2 Retention of Documents

Copies of proof-of-identity documents will not be retained unless required. Instead, a record of sighting will be created.

Unsolicited copies will be destroyed immediately.

9. Information Breaches

The City will conduct regular security assessments to detect and prevent data misuse or loss. If an information breach occurs, the City will investigate the extent of the incident and ensure appropriate containment and mitigation measures are applied.

9.1 Employee Responsibilities

The City requires all employees to immediately report any actual or suspected privacy breach, cyber incident, unauthorised access, disclosure, or loss of personal information to the Privacy Officer.

9.2 Mandatory Reporting

The City will comply with mandatory information breach reporting requirements when they commence under the PRIS Act. Where applicable, the City will notify the WA Information Commissioner and relevant law enforcement agencies.

9.3 Information Breach Prevention

The City will take proactive steps to reduce the risk of information breaches, including:

- Ongoing monitoring of systems,
- Regular security assessments,
- Maintaining effective information security controls, and
- Providing regular privacy and security training for staff.

9.4 Information Breach Response Process

If a breach occurs, the City will follow its Information Breach Response Plan by:

- Containing the breach,
- assessing the impact,
- notifying affected parties (if required), and
- preventing future occurrences.

The Privacy Officer is responsible for determining whether notification is required and identifying who needs to be notified.

PRIVACY AND INFORMATION BREACH POLICY

All information breaches will be recorded in the City's Information Breach Register.

Information recorded includes:

- The type of breach (e.g. unauthorised access, disclosure, or loss),
- Whether personal information was affected,
- Assessment outcomes (if the breach meets the notifiable definition),
- Details of who was notified and when (e.g. affected individuals or the Information Commissioner),
- Actions taken to reduce harm and prevent recurrence, and
- The estimated impact or cost of the breach.

9.5 Complaints

Complaints of alleged interferences with personal information may be made to the City. This may include unauthorised access, loss or disclosure of personal or sensitive personal information.

All complaints will be managed in accordance with the City of Vincent Customer Service Charter. Complaints must be submitted in writing to:

Chief Executive Officer
City of Vincent
PO Box 82
Leederville WA 6902

Or via email to: mail@vincent.wa.gov.au

OFFICE USE ONLY	
Responsible Officer	Executive Manager Information and Communication Technology, Executive Manager Corporate Strategy and Governance
Initial Council Adoption	DD/MM/YYYY
Previous Title	Policy No: 4.1.31 Privacy Management
Reviewed / Amended	DD/MM/YYYY
Next Review Date	MM/YYYY

POLICY NO: 4.1.31

PRIVACY MANAGEMENT

OBJECTIVES

The objectives of this Policy are:

- to ensure that *Personal Information* is collected, accessed, used, stored, and disposed of in accordance with the *Privacy Act 1988 (Cwth)* and *Privacy Amendment Act 2004 (Cwth)*; and
- to provide guidelines for the City when dealing with information.

POLICY STATEMENT

The City of Vincent respects every individual's right to privacy, dignity and confidentiality.

In order to comply with the requirements of the Acts and Regulations governing the action of local government, the City of Vincent will provide appropriate information to the public, in accordance with this Policy, the *Local Government Act 1995* and other relevant legislation.

PRIVACY ACT 1988

"Personal Information" means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

"Sensitive Information" means:

(a) information or an opinion about an individual's:

(i) racial or ethic origin; or
(ii) political opinions; or
(iii) membership of a political association; or
(iv) religious beliefs or affiliations; or
(v) philosophical beliefs; or
(vi) membership of a trade union; or
(vii) sexual preference or practices; or
(viii) criminal record;

that is also *Personal Information*; or

(b) health information about an individual.

PRIVACY PRINCIPLES

As at November 2010, Western Australia does not have specific privacy legislation which applies to local government. However, wherever possible, the City of Vincent will endeavour to comply with Commonwealth legislation.

In relation to the *Privacy Act 1988 (Cwth)* and *Privacy Amendment Act 2004 (Cwth)*, the City of Vincent will endeavour to always comply with the National Privacy Principles, as follows:

1. NATIONAL PRIVACY PRINCIPLE 1 – COLLECTION

1.1 The City of Vincent will not collect Personal Information unless:

(i) information is collected for a lawful purpose that is directly related to a function or activity of City of Vincent, and
(ii) the collection of the information is reasonably necessary for the purpose.

The City of Vincent will not collect Personal Information by any unlawful means.

1.2 When collecting Personal Information, the City of Vincent will collect information only from the individual to whom the information relates unless:

(i) the individual has authorised collection from someone else; or
(ii) the information has been provided by a parent or guardian of a person under the age of 16 years.

1.3 When the City of Vincent collects Personal Information about an individual, that person will be notified of:

(i) the fact that the information is being collected;
(ii) the purposes for which the information is collected;
(iii) the intended recipients of the information;
(iv) whether the supply of information is required by law or is voluntary, and any consequences for the individual if the information (or any part of it) is not provided;
(v) the name of the organisation that will collect the information and the address where the information will be stored.

2. NATIONAL PRIVACY PRINCIPLE 2 – USE AND DISCLOSURE

2.1 The City of Vincent will not use Personal Information for a purpose other than for which it was collected unless:

(i) the individual to whom the information relates has consented to use the information for that other purpose; or
(ii) the other purpose for which the information is used is directly related to the purpose for which it was collected; or
(iii) the use of the information or that other purpose is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual to whom that information relates or of another person.

2.2 Situations where the City of Vincent may use or disclose information without an individual's consent include where it:

(i) reasonably believes that use or disclosure is necessary to reduce or prevent a threat to a person's life, health or safety or a serious threat to public health or safety;
(ii) is investigating or reporting on suspected unlawful activity;
(iii) reasonably believes that the use is necessary for law enforcement, public revenue protection, prevention and remedying of serious improper conduct, or conduct of court or tribunal proceedings, either by or on behalf of an enforcement body.

Note: If the City uses or discloses information without consent, the City's Officer will make a written note of such disclosure.

2.3 The City of Vincent will take reasonable care not to disclose Personal Information unless:

(i) the disclosure is directly related to the purpose for which it was collected and there is not reason to believe the individual concerned would object; or
(ii) the individual has been made aware that this kind of information is usually released; or
(iii) disclosure is necessary to prevent or lessen a serious or imminent threat to the life of the individual concerned or another person.

2.4 The City of Vincent will take reasonable care not to disclose Personal Information that:

(i) relates to an individual's ethnic or race origin, political opinions, religion or philosophical beliefs, trade union membership, health or sexual activities unless the disclosure is necessary to prevent a serious or imminent threat to the life or health of the individual concerned or another person;
(ii) relates to any enquiry from anyone outside the State of Western Australia unless a relevant privacy law applies to *Personal Information* in force in that jurisdiction.

PUBLIC REGISTERS

The City will not disclose *Personal Information* kept in a Public Register unless the information is to be used for a purpose relating to the purpose of the Register, or an Act under which the Register is kept.

The City requires that any person who applies for information from a Public Register completes a statutory declaration describing the intended use of any information obtained from the public register.

3. NATIONAL PRIVACY PRINCIPLE 3 – DATA QUALITY

3.1 The City of Vincent will take reasonable steps to ensure that:

(i) information collected is relevant to a purpose, is not excessive, and is accurate, up-to-date and complete and the collection of the information does not intrude to an unreasonable extent on the personal affairs of the individual to whom the information relates.

4. NATIONAL PRIVACY PRINCIPLE 4 – DATA SECURITY

4.1 With regards to the retention and security of Personal Information, the City of Vincent will ensure:

(i) that information is used for a lawful purpose and is kept for no longer than is necessary;
(ii) that the information will be disposed of securely;
(iii) that the information is protected against loss, unauthorised access, use, modification or disclosure and against all other misuse (as are reasonable in the circumstances);
(iv) if it is necessary to release the information to a person in connection with the provision of a service to the City of Vincent, everything reasonable is done to prevent unauthorised use or disclosure of the information by the service provider; and
(v) all *Personal Information* will be stored securely.

4.2 The culling and destruction of records is carried by the City's Senior Records Officer in accordance with the *State Records Act 2000*, City of Vincent Record Keeping Plan and General Disposal Authority for the Local Government Records.

5. NATIONAL PRIVACY PRINCIPLE 5 – OPENNESS

The City of Vincent will be open and accountable about how it manages *Personal Information*.

6. NATIONAL PRIVACY PRINCIPLE 6 – ACCESSING AND CORRECTING PERSONAL INFORMATION

Access may be requested by an individual to correct the information if they believe that it is incorrect, incomplete or out of date.

Usually, when asked, the City will give an individual access to their *Personal Information*, unless there is a reason why the City cannot do so.

6.1 If the City of Vincent holds Personal Information about any individual it must take the necessary steps to enable any person to ascertain:

(i) whether the City of Vincent holds *Personal Information*; and
(ii) whether the City of Vincent holds *Personal Information* relating to that person; and
(iii) if the City of Vincent holds *Personal Information* relating to that person:
  (a) the nature of that information; and
  (b) the main purposes that the information is being used; and
  (c) that person's entitlement to gain access to that information.

6.2 Any person will be able to ascertain whether the City of Vincent holds their Personal Information by submitting a written request.

6.3 Any person who is not satisfied with the accuracy or acceptable use of their Personal Information kept by the City of Vincent may request amendments be made to that information by writing to the Chief Executive Officer

(i) *Personal Information* must be used for the purpose that it was collected, and used for any purpose that is directly related to the purpose. It must be relevant, up-to-date, complete and not misleading.
(ii) it will require appropriate supporting documentation, for example~~,~~ a marriage certificate or statutory declaration.
(iii) The City of Vincent has an obligation to take steps to amend *Personal Information* where necessary. If the City of Vincent decides that it will not amend the information, it must add the additional information, so it can be read with the existing information and the individual notified. The individual to whom the information relates is entitled to have the recipients notified of the amendments made by the City of Vincent.

6.4 The City of Vincent will take reasonable steps to ensure the accuracy of Personal Information prior to use, having regard to the purpose it was collected, its proposed use, its relevance, accuracy, whether it is up-to-date, complete and not misleading.

7. REVIEW OF CERTAIN CONDUCT (INTERNAL REVIEW PROCESS)

7.1 Where a person who has requested information is aggrieved by the conduct of the City of Vincent, as for example, in the following circumstances:

(i) contravention of a privacy principle that applies to the City of Vincent;
(ii) contravention of a Code of Practice that applies to the City of Vincent; and
(iii) disclosure of *Personal Information* kept on a public register.

the person (Applicant) is entitled to apply for an Internal Review.

The application for a review must be in writing and addressed to:

Chief Executive Officer
City of Vincent
244 Vincent Street
Leederville WA 6007

The application must be submitted no later than 6 months from the time the Applicant first becomes aware of the conduct (the subject of the application).

7.2 The application will be dealt with by the Chief Executive Officer who will consider any relevant material submitted by the applicant.

The review will be completed as soon as reasonably practicable and within 60 days from receipt of the application for review. Following completion of the review, the City of Vincent may do one or more of the following:

(a) take no further action on the matter;
(b) make a formal apology to the applicant;
(c) take appropriate remedial action;
(d) provide undertakings that the conduct will not occur again;
(e) implement administrative measures to ensure that the conduct will not occur again; or
(f) any combination of the above.

7.3 As soon as practicable within 14 days of the completion of the review, the City of Vincent will notify the applicant in writing of:

(i) the findings and the reasons for those findings;
(ii) any proposed action to be taken; and
(iii) the right of the applicant to have those findings.

7.4 Refusing a Request

(i) The City may deny a request for access if the Chief Executive Officer reasonably believes:
  (a) it would pose a serious or imminent threat to the life or health of any person;
  (b) the privacy of others would be unreasonably affected;
  (c) the request is frivolous or vexatious;
  (d) the information relates to existing legal proceedings with the person who is the subject of the information and would not be accessible through discovery;
  (e) providing access would prejudice negotiations with the person who is the subject of the information by revealing the City's intentions regarding those negotiations;
  (f) providing access would be unlawful or denying access is required or authorised by law;
  (g) providing access would be likely to prejudice an investigation of unlawful activity or law enforcement, public revenue protection, prevention and remedying of seriously improper conduct, or preparation or conduct of court or tribunal proceedings, either by or on behalf of an enforcement body; or
  (h) an enforcement body performing a lawful security function requests denial of access to protect national security.

(ii) If the City refuses access, it will usually explain why.
Access may be by providing the individual with a copy of the information or by review of the information with the management at the City.

8. NATIONAL PRIVACY PRINCIPLE 7 – IDENTIFYERS

The City will generally not adopt Commonwealth Government identifiers, such as Tax File Number or Medicare Numbers for use as its own identifiers. If the City is required to collect a government identifier in providing services to individuals, it will not use this number to identify the individual.

9. NATIONAL PRIVACY PRINCIPLE 8 – ANONYMITY

Where requested and reasonably possible, the City will give individuals the option of dealing with the City anonymously.

10. NATIONAL PRIVACY PRINCIPLE 9 – TRANSBORDER DATA FLOW

This principle mainly relates to the transfer of information overseas and is not applicable to the activities of the City. However, the City will not disclose information, unless required by law.

11. NATIONAL PRIVACY PRINCIPLE 10 – SENSITIVE INFORMATION

The City will not collect *'Sensitive Information'* about an individual, except where:

(a) the collection is required by law or to establish, exercise or defend a legal or equitable claim; or
(b) it is necessary to prevent or lessen a serious or imminent threat to the life or health of the person who is the subject of the information; or
(c) it is legally required to assist in providing a wider range of services to the community.

12. CODE OF CONDUCT

Part 7 of the Council's Code of Conduct outlines Council Member and Employee obligations in relation to "Access to Information".

Date Adopted:	**November 2010**
Date Amended:	**-**
Date Reviewed:	**-**
Date of Next Review:	**November 2015**

8.3 ELECTORAL REFORM – WALGA SECTOR CONSULTATION

Attachments:
1. **WALGA Sector Consultation Paper**
2. **WALGA Electoral Reform Discussion Paper**

RECOMMENDATION:

That Council CONFIRMS its position in response to the Western Australian Local Government Association (WALGA) Sector Consultation on Electoral Reform, as set out in the table contained within this report.

PURPOSE OF REPORT:

To present for Council consideration the City's response to the Western Australian Local Government Association (WALGA) Sector Consultation on Electoral Reform and to confirm Council's previously adopted position as set out in this report.

DELEGATION:

The determination of Council's position on sector-wide electoral reform advocacy does not fall within the Chief Executive Officer's delegated authority and requires Council resolution.

BACKGROUND:

At the Ordinary Council Meeting held on 22 October 2024 (Item 12.1), Council resolved to recommend that WALGA adopt a series of Local Government Election Advocacy Positions.

Relevant to this report, Council resolved to support:

- Compulsory voting at Local Government elections; and
- Four-year terms with a two-year spill (biennial elections).

The full Council report from October 2024 can be accessed here and resolution can be accessed here.

These positions were informed by sector advocacy at the time and reflect Council's endorsed view on electoral reform.

WALGA is now undertaking further sector consultation on electoral reform, including consideration of:

- Moving to full Council elections every four years (full spill); and
- The introduction of compulsory voting.

This report provides an opportunity for Council to review its previously adopted position in light of the current consultation and confirm whether it remains appropriate.

DETAILS:

The WALGA Sector Consultation Paper at **Attachment 1** and Discussion Paper at **Attachment 2** outline potential reforms to Local Government elections, with a focus on:

1. Election Frequency:

   Consideration of a move from the current biennial election model to full Council elections every four years.

2. Compulsory Voting:

   Consideration of compulsory voting to address low participation rates.

The draft submission:

- Maintains support for compulsory voting;
- Maintains support for the current biennial election model (two-year spill); and
- Notes that further information would be required before supporting any transition to a full-spill model.

Given Council's position was recently considered and resolved, it is anticipated that no substantive change to this position is required.

The following table demonstrates how Council's existing position aligns with WALGA's consultation questions and forms the basis of the draft submission.

WALGA Consultation Question	City of Vincent Position (as per October 2024 resolution)
1. Does your Local Government support half spill elections every two years or full spill elections every four years?	The City supports half spill elections every two years and retaining the current model of four-year terms with biennial elections (two-year spill).
2. What are the key considerations informing this view?	Key considerations include maintaining continuity in decision-making, supporting retention of corporate knowledge, and enabling a more stable transition of Council membership over time.
3. If full spill elections every four years were introduced, what transitional arrangements and consequential amendments may be required?	This has not been specifically considered by Council. Further assessment would be required if this reform were progressed, including transitional arrangements relating to Council Member terms, election timing and any required legislative amendments.
4. Any other comments?	The City notes that cost implications and implementation requirements remain unclear, and further information would be required before supporting significant reform.
5. Does your Local Government support compulsory voting or voluntary voting in Local Government elections?	The City supports compulsory voting at Local Government elections.
6. If the frequency of Local Government elections were changed to every 4 years, would your Local Government support compulsory or voluntary voting?	The City supports compulsory voting; however, this specific scenario has not been separately considered by Council and would require further assessment if progressed.
7. What are the key considerations informing this view?	Key considerations include improving voter participation and strengthening democratic representation. The City also notes the importance of understanding cost and implementation impacts prior to supporting significant reform.
8. Any other comments?	The City reiterates that detailed cost modelling, implementation requirements and transitional arrangements are required to fully assess the proposed reforms.

CONSULTATION/ADVERTISING:

No public consultation or advertising is proposed for this item.

This report relates to sector advocacy and confirms Council's existing position.

LEGAL/POLICY:

There are no direct legal or policy implications arising from this report.

Confirming Council's position does not bind the City to future legislative changes and does not require amendment to any existing City policies.

RISK MANAGEMENT IMPLICATIONS

There is a **low level of risk**, as Council is confirming an existing, recently adopted position and is not committing to uncosted, unassessed or legislatively uncertain reforms.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Innovative and Accountable

Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

INFOPAGE

To: All Local Governments **From:** Kirsty Martin, Executive Manager Member Services

Date: 13 February 2026

Subject: Sector Consultation – Electoral Reform Discussion Paper

Operational Area:	Governance
Key Issues:	Local Governments are requested to provide Council-endorsed feedback to inform WALGA's advocacy on Local Government electoral reforms expected to be proposed by the State Government, specifically: • full spill elections every 4 years; and • compulsory voting at Local Government elections
Action Required:	Response to WALGA **by 4:00pm Friday 27 March 2026**

WALGA is undertaking sector engagement regarding Local Government electoral reforms expected to be proposed by the State Government.

In June 2025, Hon Hannah Beazley MLA, Minister for Local Government, expressed support for a four-year election cycle, citing concerns about voter fatigue and the rising costs of conducting biennial elections. These messages were repeated in Minister Beazley's address at WALGA's 2025 Local Government Convention, which also raised the possibility of compulsory voting. These comments have prompted renewed interest and discussion across the sector.

WALGA has contacted both the Department of Local Government, Industry Regulations and Safety (LGIRS) and the Minister's office seeking details of any consultation on these matters, but no further information has been provided.

By proactively progressing this consultation, WALGA is seeking to obtain sector feedback that will ensure WALGA's positions reflect the sector's current views and enable timely, well-informed and effective engagement with the anticipated State Government reform proposals.

Attached to this Infopage is a brief Discussion Paper. The Discussion Paper outlines some example considerations that Local Governments may choose to address when preparing their feedback. It is not intended to present an exhaustive or prescriptive list.

Local Governments are requested to provide Council endorsed responses to the Discussion Paper by 27 March 2026. This feedback will inform an item to be presented to State Council.

For more information, please contact Kirsty Martin on 9213 2051 or Felicity Morris on 9213 2093. Please send responses to governance@walga.asn.au

Electoral Reform Discussion Paper

1. Background

1.1. Purpose

The purpose of this discussion paper is to request Council-endorsed Local Government feedback to inform WALGA's advocacy on Local Government electoral reforms expected to be proposed by the State Government, specifically:

- full spill elections every 4 years; and
- compulsory voting at Local Government elections

These options have been raised in statements by the Minister for Local Government, Hon Hannah Beazley MLA, but no formal proposals have yet been provided for consultation. While WALGA has relevant advocacy positions (discussed further below), the purpose of this discussion paper is to undertake early sector engagement to ensure WALGA's positions reflect the sector's current views and enable timely, well-informed and effective engagement with the anticipated State Government reform proposals.

1.2. WALGA existing advocacy positions

1.2.1. Elections

WALGA has established advocacy positions reflecting the sector's support of voluntary voting and elections of half the offices on Council every two years. These advocacy positions are provided in Appendix 1.

In late 2024 WALGA conducted a review of its Elections Advocacy Positions to ensure they reflected the sector's contemporary view.

Local Government responses at that time indicated strong (98%) support for half spills every two years, which was reflected in the adopted Advocacy Position 2.5.16 Elections.

While voluntary voting was supported by an overall majority of responses (74%), compulsory voting was supported by a majority (64%) of metropolitan respondents and a majority (61%) of Class 1 and 2 respondents.

State Council requested that the WALGA secretariat undertake further investigation of the implications of compulsory and voluntary participation in Local Government elections before reporting back to State Council.

In the interim, Advocacy Position 2.5.15 Participation in Local Government Elections was retained, expressing support for voluntary voting with a note that further work was being undertaken.

This investigation was ongoing when the Minister for Local Government raised the prospect of further Local Government election reform.

A State by State comparison of electoral statistics is provided in Appendix 2.

1.2.2. Election costs

In 2024, WALGA conducted a review of five Local Government biennial election cycles up to and including the 2023 Local Government elections. The review demonstrated significant cost increases and concerns about the lack of transparency in costings provided by the Western Australian Electoral Commission (WAEC).

In September 2024, State Council adopted Advocacy Position 2.5.18 Local Government Elections Analysis 2015-2023, calling for an independent audit of the WAEC's cost allocation methods and the introduction of Service Level Agreements to ensure transparency of costing methodology.

Cost implications are a relevant consideration in assessing the appropriateness of any proposed electoral reform. However, the current lack of transparency in costing methodology makes it impossible to confidently forecast cost impacts.

This discussion paper seeks to identify the factors associated with each reform proposal that may affect election costs. This is further complicated by the interaction of possible reform options and external economic factors.

WALGA has requested that the Department of Local Government, Regulation and Industry Safety (LGIRS) and the Western Australian Electoral Commission, undertake modelling to identify the cost implications of any proposed reforms.

A comparison of available electoral costs data, State by State, is included as Table 4 in Appendix 2.

WALGA has contacted other Local Government associations to ask if they have experienced changes in costs associated with compulsory four-year, all-in all-out, local government elections. As this has been the approach in most jurisdictions for some time, responses were largely unable to address changes in cost.

2. Election Frequency

Current situation

Western Australia holds biennial elections, with half of the offices on Council elected every two years for four-year terms. All other Australian jurisdictions hold full spill elections every four years (four-year terms).

Considerations

Considerations include:

- Voter participation and fatigue
- Continuity, knowledge retention and mentorship for new Council Members
- Stable whole-of-Council mandate and collective accountability
- Capacity for candidate recruitment
- Administrative requirements
- Extraordinary vacancies and backfilling
- Timing and transitional arrangements

Re-election rates

WALGA has analysed the composition of Councils following the last two Local Government elections in other Australian jurisdictions, all of which have full spill elections. A comparison of available data on re-election rates is included as Table 2 in Appendix 2.

This data suggests that on average, re-elected Council Members make up between 47% and 57% of Council following full spill elections.

By comparing over 700 consecutive ordinary election results, the review identified nine occasions when the membership of Council following an ordinary election was 100% different from the Council following the previous ordinary election. However, four of these local governments held mid-term extraordinary elections, meaning the changes in membership occurred over two or more elections within a four-year period.

Costs

In one respect, a change to a four-year cycle would reduce costs by reducing the number of elections. However, the cost of each election may increase. The WAEC uses the number of vacancies to inform quotations for the conduct of elections. Full spill elections would double the number of vacancies, with possible increased costs associated with printing and postage and increased staffing for the count.

WALGA cannot definitively determine an overall cost impact to Local Government without the requisite cost-modelling from the WAEC. WALGA has requested that the WAEC provide this modelling to LGIRS. The cost impact of a change in election frequency may also vary between Local Governments.

Questions

1. Does your Local Government support half spill elections every two years or full spill elections every four years?
2. What are the key considerations informing this view?
3. If full spill elections every four years were introduced, what transitional arrangements and consequential amendments may be required?
4. Any other comments?

3. Compulsory or Voluntary Voting

Current situation

Voting in Local Government elections is voluntary in Western Australia and South Australia. All other Australian jurisdictions have compulsory voting.

Considerations

Considerations include:

- Voter participation and democratic legitimacy
- Voter engagement, awareness and/or fatigue
- Administrative and enforcement requirements
- Application to owner and occupier rolls

Participation rates

A comparison of available participation data is included as Table 3 in Appendix 1.

Costs

The WAEC uses expected participation rates to inform quotations for the conduct of elections. It is likely that an increased participation rate would increase election costs through higher reply-paid charges and increased staffing for the count. However, in-person elections become more cost effective than postal elections at higher participation rates.

WALGA cannot definitively determine an overall cost impact to Local Government without the requisite cost-modelling from the WAEC. WALGA has requested that the WAEC provide this modelling to LGIRS. The cost impact of compulsory voting may also be different for each Local Government depending on their current participation rates and methods for holding elections, and whether these would change significantly.

Tasmania implemented compulsory voting in Local Government elections in 2022. Local Government Association Tasmania (LGAT) advised that this resulted in reasonably significant cost increases. The Tasmanian Electoral Commission reported a $9.32 per elector cost for the first compulsory Local Government elections in 2022, a 35% increase from $6.92 in 2018. An analysis of the factors contributing to this increase is not available and it may be challenging to draw direct comparisons between Tasmania and WA.

It is likely that the cost impact of compulsory voting would be moderated if elections also transition to a 4 yearly cycle.

WALGA

Questions

5. Does your Local Government support compulsory voting or voluntary voting in Local Government elections?
6. If the frequency of Local Government elections were changed to every 4 years, would your Local Government support compulsory or voluntary voting?
7. What are the key considerations informing this view?
8. Any other comments?

Appendix 1- WALGA Elections Advocacy Positions

2.5.15 Participation in Local Government Elections

Position Statement	The Local Government sector supports voluntary participation in Local Government elections. *Noting that State Council at its 6 December 2024 State Council meeting resolved that the WALGA Secretariat further investigate implications of compulsory and voluntary participation in Local Government elections and report back to State Council.*
Background	Voluntary participation in Local Government elections is a long-established position of the Local Government sector, and was confirmed as a result of sector feedback received during the Local Government reform process.
State Council Resolution	December 2024 - 090.5/2024 February 2022 – 312.1/2022 December 2020 – 142.6/2020 March 2019 – 06.3/2019 December 2017 – 121.6/2017 October 2008 – 427.5/2008
Supporting Documents	Advocacy Positions for a New Local Government Act WALGA submission: Local Government Reform Proposal (February 2022)

2.5.16 Elections

Position Statement	The Local Government sector supports: 1. Councillors serve four-year terms with elections every two years and half of the Council positions spilled at each election. 2. First-Past-The-Post (FPTP) voting system for Local Government elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections. 3. First-Past-The-Post (FPTP) voting system for internal Council elections.

4. Councils holding elections by means of in-person, postal and/or electronic voting.
5. Current legislative provisions of Mayor/President of Class 1 and Class 2 Local Governments being directly elected by the community and Class 3 and Class 4 Local Governments determining whether its Mayor or President is elected by the Council or by the community.

Background

The sector positions on Local Government elections have been long-established. This was confirmed as a result of sector feedback received during the Local Government reform process.

Following the 2023 Local Government Elections where legislative reforms to Local Government elections processes were first implemented, sector wide consultation was conducted on key elements of the elections advocacy positions to determine if they accurately reflected the sector's contemporary view.

State Council Resolution

December 2024 - 091.5/2024

February 2022 – 312.1/2022

December 2020 – 142.6/2020

March 2019 – 06.3/2019

December 2017 – 121.6/2017

October 2008 – 427.5/2008

2.5.18 Local Government Elections Analysis 2015-2023

Position Statement

That WALGA advocate to the State Government:

1. For an independent Local Government election audit, focusing on the Western Australia Electoral Commission's (WAEC) service delivery and cost allocation methods and costing applications used, to confirm that marginal cost recovery principles are applied and that the costing program is being effectively managed.
2. For the requirement for the WAEC to develop and implement Service Level Agreements with Local Governments, similar to those agreements currently used in New South Wales and Victorian Local Government elections and that includes:
   a. transparency of costing methodology,
   b. direct engagement with Local Governments pre and post elections, and
   c. the roles and responsibilities of the WAEC and Local Governments in the conduct of elections.

3. For a review of the legislative framework that would allow for more than one election services provider to conduct Local Government elections.
4. For a mandated WAEC Report to Parliament specific to Local Government elections post each election cycle, outlining costs, results, voter turnout and matters for improvement both in the conduct of elections and the legislation, if relevant.

Background	A comprehensive review and analysis of five election cycles up to and including the 2023 Local Government election against the backdrop of legislative reforms to the Local Government electoral process in Western Australia was carried out by WALGA. With a focus on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), the analysis has found evidence of the rising cost and reduced service level of conducting Local Government elections in Western Australia. Elected Member feedback, costs vs service comparisons and engagement by the sector with WALGA's governance services over the 2023 Local Government election period, are the basis for the position outlined above.
State Council Resolution	September 2024 - 065.4/2024

WALGA

Appendix 2 - Election Statistics

The data in the following tables is derived from publicly available reports issued by the respective State Electoral Commissions for the elections they conducted. The different content and format of reporting in each jurisdiction can make direct comparisons challenging.

Table 1: Comparative overview

Jurisdiction	Compulsory/optional voting	Frequency	Postal/In Person
Western Australia	Optional	Half spill every 2 years	Postal or in person
South Australia	Optional	Full spill every 4 years.	Postal.
Northern Territory	Compulsory	Full spill every 4 years	Postal or in person.
Queensland	Compulsory	Full spill every 4 years.	Postal or in person.
New South Wales	Compulsory	Full spill every 4 years.	In person.
Victoria	Compulsory	Full spill every 4 years.	Postal
Tasmania	Compulsory	Full spill every 4 years.	Postal

Table 2: Average percentage of returning Council Members (at individual Council level)

States with full spills only. Calculated using publicly reported ordinary election results including elections conducted by private providers.

State	Most recent election year Average % of Council Members who were Council Members the previous term	Previous election year Average % of Council Members who were Council Members the previous term
Queensland	**2024** 47%	**2021** 49%
New South Wales	**2024** 54%	**2021** 49%
Victoria	**2024** 46%	**2020** 47%
South Australia	**2022** 57%	**2018** 48%
Tasmania	**2022** 53%	**2018** 54%

Table 3: Percentage of all elected candidates who were returning Council Members (at State level)

States with full spills only. Official state level percentage reported by electoral commissions for elections they conducted.

State	Most recent election year % of returning Council Members	Previous election year % of returning Council Members
Queensland	**2024** 43.2%	**2021** 46.0%
New South Wales	**2021** 56.8%	**2016/17 (amalgamations)** 60.6%
Victoria	**2024** 43.0%	**2020** 51.9%
South Australia	**2022** 50.0%	**2018** 55.3%
Tasmania	**2022** 46.0%	**2018** 48.0%

Table 4: Election participation rates

State	Election Year	Election Year	Election Year
WA	**2023** 31.2%	**2021** 30.2%	**2019** 29.1%
NSW	**2024** 84.54%	**2021** *(2020 postponed)* 83.56%	**2016/2017** (*amalgamations*) **2017:** 79.58% **2016:** 79.27%
NT	**2025** *Official report not yet available.*	**2021** 61.3%	**2017** 58.5%
QLD	**2024** 82.31%	**2020** *(COVID impacted)* 77.71%	**2016** 83.04%
SA	**2022** 32.9%	**2018** 31.6%	**2014** 31.99%
TAS	**2022** *(First election with compulsory voting)* 84.79%	**2018** 58.72%	**2014** 54.58%
VIC	**2024** 81.46%	**2020** 81.47%	**2016** 72.15%

Table 5: Election costs

Election costs invoiced to Local Governments.

State	Election Year	Election Year	Election Year
WA	**2023** *postal elections only* $5.17 per elector 1,763,392 electors (115 districts)	**2021** *postal elections only* $4.06 per elector 1,727,712 electors (92 districts)	**2019** *postal elections only* $3.70 per elector 1,619,431 electors (86 districts)
NSW	**2024** $55.67million 5,242,086 electors (125 councils)	**2021** $46million *(budgeted)* 4,838,137 electors (122 councils)	**2016/2017** **2017** $19.17 million 2.73 million electors (45 councils) **2016** $14.11 million 1.97million electors (76 councils)
NT	**2025** NA	**2021** $1,864,193 142,546 electors	**2017** $1,593,775 133,927 electors
SA	**2022** $8.93million (ex GST) $6.93 per elector (ex GST)	**2018** $6.57million (ex GST) $5.41 per elector (ex GST)	**2014** $4.36million (ex GST) $3.77 per elector (ex GST)
TAS	**2022** *voting became compulsory* $9.32 per elector 410,975 electors	**2018** $6.92 per elector 356,810 electors	**2014** *first all-in all-out* $5.59 per elector 375,355 electors

Note: Data in this table is taken from reports published by the relevant Electoral Commissions. Due to differences in the ways electoral costs are apportioned, a per elector cost is only provided if it was reported. Data for QLD and VIC is not clearly discernible in Election Reports, and therefore not presented in this table.

8.4 REPORT AND MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 25 FEBRUARY 2026

Attachments:

1. **Audit, Risk and Improvement Committee Minutes - 25 February 2026**
2. **Audit, Risk and Improvement Committee Attachments - 25 February 2026 - Confidential**
3. **Audit, Risk and Improvement Committee Terms of Reference**

Recommendation:

That Council:

1. APPROVES:

1.1 The Chief Executive Officer to commence an Expression of Interest process to identify suitably qualified candidates for appointment as an independent Deputy of the Presiding Member for the Audit, Risk and Improvement Committee, in accordance with section 7.1B of the *Local Government Act 1995*, with a report to be returned to Council for appointment prior to 30 June 2026.

1.2 The payment of meeting fees for independent members of the Audit, Risk and Improvement Committee in accordance with the updated Terms of Reference and the Salaries and Allowances Tribunal determination, as follows:

a) Presiding Member (Chair): payment at the maximum meeting fee permitted under the applicable Salaries and Allowances Tribunal determination;

b) Deputy of the Presiding Member (appointed under section 7.1B of the *Local Government Act 1995*): payment at the maximum meeting fee permitted under the applicable Salaries and Allowances Tribunal determination when presiding at a meeting in the absence of the Presiding Member;

c) Deputy Presiding Member (appointed under section 5.12 of the *Local Government Act 1995*): a meeting fee of $600 per meeting when attending but not presiding; and

d) Independent Committee Members: a meeting fee of $450 per meeting.

1.3 The updated Audit, Risk and Improvement Committee Terms of Reference at Attachment 3; and

1.4 The proposed updates to the risk management actions for the medium and high risks.

2. RECEIVES:

2.1 The Minutes of the Audit, Risk and Improvement Committee Meeting held on 25 February 2026, at Attachment 1, and the Confidential Attachments Paper at Attachment 2;

2.2 The Corporate Risk Register; and

2.3 The Ageing Workforce and Retirement Transition Plan;

3. NOTES:

3.1 The legislative changes relating to Audit, Risk and Improvement Committees (ARICs) and the Local Government Inspector;

3.2 The updates to the Audit and Risk Committee Forward Agenda for 2026 and status of the Action Register;

3.3 The status of the Compliance Calendar and the associated reporting requirements for the 2026 calendar year;

3.4 the status and progress of the three open audits listed in the Year 3 Internal Audit Program;

3.5 The Privacy and Responsible Information Sharing (PRIS) Action Plan;

3.6 The ongoing implementation of the City's PRIS actions;

3.7 The alignment of Corporate Risks to risk appetite and tolerance ratings;

3.8 The update on the use of Artificial Intelligence at the City;

3.9 The AI Readiness Assessment Report;

3.10 The AI Readiness Action Plan;

3.11 The draft ICT Artificial Intelligence (AI) Procedure;

3.12 The cyber security resilience update;

3.13 The Draft ICT Training and Awareness Plan; and

3.14 The status of the City's Audit Log.

PURPOSE OF REPORT:

To report to Council the proceedings of the Audit, Risk and Improvement Committee at its meeting held on 25 February 2026 in accordance with clause 2.21(1) of the City's Meeting Procedures Local Law 2008.

DELEGATION:

In accordance with Section 5.22(2) of the Local Government Act 1995, the minutes of a meeting of a committee are to be submitted to the next ordinary meeting of the council for confirmation.

BACKGROUND:

The City's Audit, Risk and Improvement Committee is established under Section 7.1A of the *Local Government Act 1995*.

The Committee provides independent advice and assurance to Council on risk management, internal control, governance, financial reporting, legislative compliance, ethical accountability, and both internal and external audit functions. The Committee comprises three external independent members (including the Chair) and four Elected Members, meeting approximately quarterly.

DETAILS:

5.1 Audit, Risk and Improvement Committee – Legislative Reforms

The report outlined legislative reforms effective from 1 January 2026 which transitioned Audit and Risk Committees to Audit, Risk and Improvement Committees (ARICs), introduced a mandatory requirement to appoint an independent Deputy of the Presiding Member, and requires ARIC meetings to be open to the public.

It recommends Council approve the updated Terms of Reference to reflect the strengthened statutory functions, updated governance arrangements and remuneration provisions. The report also sought advice on the Committee's preferred approach to appointing the required independent Deputy of the Presiding Member prior to 30 June 2026.

The Committee resolved to adopt the recommendation and endorse Option 1 in the report as its preferred approach to appointing a Deputy of the Presiding Member.

Option 1 involves appointing an additional independent person as Deputy of the Presiding Member under section 5.11A, while retaining the City's existing three independent committee members appointed under section 5.10. The Deputy would not be a standing committee member and would only attend meetings when deputising for the Presiding Member, preserving the current independent membership structure.

Under the amended *Local Government Act 1995*, the City is required to appoint an independent Deputy of the Presiding Member under section 7.1B. This role is a statutory appointment made by Council under section 5.11A and is distinct from the existing Deputy Presiding Member role appointed under section 5.12 of the Act.

The Deputy of the Presiding Member appointed under section 7.1B will not be a standing member of the Audit, Risk and Improvement Committee, but will be the first point of succession and will preside at Committee meetings where the Presiding Member is unavailable. When chairing a meeting in this capacity, the Deputy of the Presiding Member will exercise the full leadership and statutory responsibilities of the Presiding Member and will receive the same meeting fee as the Presiding Member.

The existing Deputy Presiding Member, appointed under section 5.12, will retain their position as a standing independent Committee member and will act as the second point of succession, presiding only where both the Presiding Member and the Deputy of the Presiding Member are unavailable. When attending meetings but not chairing, the Deputy Presiding Member will receive the applicable independent Committee member meeting fee.

This approach ensures legislative compliance, maintains continuity of governance, and clearly aligns meeting fees with the level of responsibility exercised at each meeting.

A tiered meeting fee approach is proposed to ensure remuneration is proportionate to the level of responsibility and accountability exercised at each meeting, with higher fees applying only where full chairing and statutory leadership responsibilities are undertaken.

5.2 Audit and Risk Committee – Action Register and 2026 Forward Agenda

The Audit and Risk Committee Forward Agenda identifies key issues, performance, monitoring and/or reporting requirements scheduled for presentation to the Committee throughout the year. The Committee noted amendments to the Forward Agenda as captured in the minutes.

The Action Register captures actions arising from Committee meetings held from 27 June 2024 to date. The report provided an update on the status of all open actions, including commentary from Administration on the reasons for any delays associated with overdue items.

5.3 Ageing Workforce & Retirement Transition Plan

The report presented the Ageing Workforce and Retirement Transition Plan, as approved by the Executive Management Committee in December 2025.

The Plan delivers an action under the Corporate Risk Register (ID16) and demonstrates that controls are in place to manage risks associated with workforce sustainability, loss of critical knowledge, workforce capability and workplace health and safety.

5.4 Compliance Calendar Reporting

The Committee noted the status of the Compliance Calendar and the associated reporting requirements for the 2026 calendar year.

The report highlighted that recent amendments to the *Local Government Act 1995* have resulted in changes to governance, compliance, financial management, audit and risk oversight, council and committee processes, and statutory reporting obligations, with the Compliance Calendar updated accordingly to maintain statutory compliance.

5.5 Year 3 Internal Audit Program – Status and Progress Report

The Year 3 Internal Audit Program (IAP) was approved by Council at its Ordinary Meeting on 19 November 2024. The report provided the Committee with a progress update on the current IAP, as requested at its meeting on 3 September 2025.

5.6 Privacy and Responsible Information Sharing (PRIS) Action Plan and Proposed Privacy and Information Breach Policy

The report presented the Committee with an update on the City's progress in preparing for the Privacy and Responsible Information Sharing Act 2024, including implementation of the PRIS Readiness Action Plan and the development of a new Privacy and Information Breach Policy.

This report also provided assurances on the maturity of the City's privacy governance arrangements, noting the Committee had not received a comprehensive update on PRIS readiness activities since August 2022.

5.7 Monthly Review of the City's Corporate Risk Register

The report presented the City's Corporate Risk Register, proposed risk management actions for medium and high risks and alignment of Corporate Risks to Risk Appetite and Tolerance Statements.

6.1 Presentation of the Organisational Performance Program

Administration provided an overview of the 2025 review of the Organisational Performance Program (OPP), highlighting updates to the program structure and the ongoing focus on improving service delivery across the City of Vincent.

7.1 Use of Artificial Intelligence

The report provided an overview of the City's use of Artificial Intelligence (AI), the controls in place to support safe and ethical use, and the actions underway to ensure the City responds appropriately to the rapid evolution of AI.

7.2 Cyber Security Resilience Update

The Committee received an update on actions being undertaken to improve the City's cyber security resilience.

7.3 Review of the City's Audit Log

The report provided an update on the status of all outstanding items in the City's Audit Log.

The Audit Log tracks all open items from audits until closure and provides a summary of the progress made against the management actions. Six actions were recommended for closure; 16 actions remain open with five overdue

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

In accordance with Section 5.22(2) of the *Local Government Act 1995* the minutes of a meeting of a committee are to be submitted to the next ordinary meeting of the council for confirmation.

The Audit, Risk and Improvement Committee Terms of Reference govern the functions, powers and membership of the Committee.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider the report and minutes of the Audit, Risk and Improvement Committee meeting on 25 February 2026 as the Committee provides advice and assists Council to fulfil its governance and oversight responsibilities in relation to financial reporting, risk management, internal controls, legislative compliance, ethical accountability, and the internal and external audit functions.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

Our resources and assets are planned and managed in an efficient and sustainable manner.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.

PUBLIC HEALTH IMPLICATIONS:

There are no implications to the priority health outcomes of the City's Public Health Plan 2020-2025.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

CITY OF VINCENT

MINUTES

Audit, Risk and Improvement Committee (ARIC)

25 February 2026

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MINUTES OF CITY OF VINCENT
AUDIT, RISK AND IMPROVEMENT COMMITTEE
HELD AT THE E-MEETING AND ADMINISTRATION AND CIVIC CENTRE
244 VINCENT STREET, LEEDERVILLE
ON WEDNESDAY, 25 FEBRUARY 2026 AT 4:30 PM

PRESENT:	**Mr George Araj**	**Independent External Member (Chair)**
	Mr Conley Manifis	**Independent External Member (Deputy Chair and Presiding Member)**
	Mr Baptiste Isambert	**Independent External Member**
	Mayor Alison Xamon	**Mayor**
	Cr Alex Castle	**Deputy Mayor**
IN ATTENDANCE:	**David MacLennan**	**Chief Executive Officer**
	Emma Simmons	**Chief Audit Executive**
	Rhys Taylor	**Executive Director Community & Business Services**
	Jay Naidoo	**Executive Director Strategy & Development**
	Peter Varris	**Executive Director Infrastructure & Environment**
	Anthony Wishart	**Executive Manager Information and Communication Technology**
	Nathan Stokes	**Executive Manager Human Resources**
	Main Bhuiyan	**Manager Financial Services**
	Carrie Miller	**Corporate Strategy & Governance Officer**
	Alex Harris	**Governance Officer**

1 INTRODUCTION AND WELCOME

The Presiding Member, George Araj, declared the meeting open at 4.35pm and read the following Acknowledgement of Country statement:

"The City of Vincent would like to acknowledge the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past and present, acknowledging the City of Vincent has a role to play in working towards reconciliation and justice for First Nations people."

The Presiding Member advised that they were attending the meeting by electronic means. In accordance with section 5.12(2) of the Local Government Act 1995 and the City of Vincent Meeting Procedures Local Law 2008, the Presiding Member vacated the chair for the meeting and invited the Deputy Presiding Member, Mr Conley Manifis, to assume the chair.

The Deputy Presiding Member assumed the chair.

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Apologies were received from Cr Ashlee La Fontaine and Cr Reece Wheadon.

3 DECLARATIONS OF INTEREST

Conley Manifis declared an impartiality interest. The extent of his interest is that his company is contracted by the Office of the Auditor General to complete external audits.

4 CONFIRMATION OF MINUTES

COMMITTEE DECISION

Moved: Mayor Xamon, Seconded: Cr Castle

That the minutes of the Audit, Risk and Improvement Committee held on 12 November 2025 be confirmed.

CARRIED (5-0)

For: Mr Araj, Mr Manifis, Mr Isambert, Mayor Xamon and Cr Castle

Against: Nil

(Cr Wheadon was an apology for the Meeting.)

(Cr La Fontaine was an apology for the Meeting.)

5 BUSINESS ARISING

5.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE – LEGISLATIVE REFORMS AND TERMS OF REFERENCE UPDATE

Attachments: 1. Audit Risk Improvement Committee Terms of Reference

RECOMMENDATION:

That the Audit, Risk and Improvement Committee:

1. **RECOMMEND to Council that it:**

   1.1 **NOTES the legislative changes relating to Audit, Risk and Improvement Committees (ARICs) and the Local Government Inspector**

   1.2 **APPROVES the updated Audit Risk and Improvement Committee Terms of Reference at Attachment 1.**

2. **NOTES the requirement to appoint an independent Deputy of the Presiding Member under section 7.1B of the *Local Government Act 1995* prior to 30 June 2026, and PROVIDES ADVICE to Council on the preferred approach to implementing this requirement.**

COMMITTEE DECISION ITEM 5.1

Moved: Mayor Xamon, **Seconded:** Cr Castle

That the recommendation be adopted, and that Option 1 in the report be endorsed as the Committee's preferred approach to appointing a Deputy of the Presiding Member.

CARRIED (5-0)

For: Mr Araj, Mr Manifis, Mr Isambert, Mayor Xamon and Cr Castle

Against: Nil

(Cr Wheadon was an apology for the Meeting.)

(Cr La Fontaine was an apology for the Meeting.)

CITY OF VINCENT

AUDIT, ~~AND~~ RISK AND IMPROVEMENT COMMITTEE

TERMS OF REFERENCE

1. OBJECTIVES

The Audit, ~~and~~ Risk and Improvement Committee (**Committee**) provides advice and assists the Council of the City of Vincent (**City**) to fulfil its governance and oversight responsibilities in relation to financial reporting, risk management, internal controls, legislative compliance, ethical accountability, and the internal and external audit functions.

2. POWERS

- The role of the Committee is prescribed by the *Local Government Act 1995* and *Local Government (Audit) Regulations 1996*.
- The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government.
- The Committee is a formally appointed committee of the Council and is responsible to the Council.
- The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility.
- The Committee does not have any management functions and cannot involve itself in management processes or procedures.

3. MEMBERSHIP

- The Committee shall comprise up to seven members, consisting of:
  - up to three external independent members; and
  - Council Members from the City. At least three members and the majority of the Committee members are to be Council Members.
- External independent members will be selected based on the following criteria:
  - a demonstrated high level of expertise and knowledge in financial management, reporting, governance, and audit; and
  - relevant skills and experience in providing independent expert advice.
- An external independent member ~~will be a person~~is not a council member of any local government, ~~with~~ has no operating responsibilities with the City, ~~nor will that person~~and does not provide paid services to the City either directly or indirectly.
- Appointments of external independent persons will be made following a public advertisement. The evaluation of potential members will be reviewed by the CEO and appointments will be approved by Council.
- Council may terminate the appointment of any member prior to the expiry of his/her term, if:
  - the Chairperson considers that the member is not making a positive contribution to the Ccommittee; or
  - the member is found to be in breach of the City's Code of Conduct or a serious contravention of the *Local Government Act 1995*; or
  - a member's conduct, action or comments brings the City of Vincent into disrepute.
- The City will provide new members with an induction

CITY OF VINCENT

AUDIT, ~~AND~~ RISK AND IMPROVEMENT COMMITTEE

- The CEO will appoint a Chief Audit Executive (**CAE**) to be responsible for internal audit and communication with the ~~Audit~~ Committee. The CAE must be independent of management of the financial functions. The CAE is not a member of the ~~Audit~~ Committee. The CAE has the following functions:
  - communicates with the ~~Audit~~ Committee;
  - manages the induction of new members and any training during the membership term;
  - provides refresher training to the Committee on the *Local Government Act 1995* and key legislation impacting the City; –
  - facilitates an annual briefing to the Committee by the CEO on City's Strategy, progress of key initiatives, and external events impacting the City (e.g., new regulation, macro-economic factors, etc.);
  - oversees the internal audit program and provides updates to the ~~Audit~~ Committee;
  - prepares a forward agenda for the Audit Committee meetings each year; and
  - provides updates on any external or performance audits or emerging issues.
- The CAE, CEO and any other staff as requested by the CAE will attend meetings to provide advice and guidance to the Ccommittee, however the CAE, CEO and any other staff are not members of the Committee.
- The City shall provide secretarial and administrative support to the Committee.
- Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections.
- Members will be eligible for reappointment.
- Members will be entitled to receive reimbursement of reasonable expenses.
- Members will be provided with appropriate training and professional development to be determined by the Committee and provided that adequate funds are available in the Council budget for this purpose.
- Members will annually acknowledge the City's Code of Conduct.

4. CHAIRPERSON

- The position of Chairperson shall be appointed by a vote of the Committee following a call for nominations for the position;
- The Chairperson shall be appointed for a period of not more than two years, after which a new process of appointment shall occur;
- A Chairperson may be reappointed; and
- The Chairperson shall not be the Mayor or a Council Member of any local government.
- The Committee may appoint a ~~Council Member as~~ deputy Chairperson to serve in the absence of the Chairperson. The deputy Chairperson must not be a Council Member of any local government. The deputy Chairperson shall be appointed for a period of not more than two years, after which a new process of appointment shall occur. A deputy Chairperson may be reappointed.
- The Chairperson shall facilitate an annual self-assessment of the Committee's performance.

5. MEETINGS

- The Committee shall meet approximately every three months and more regularly as required at the discretion of the Chairperson.
- An annual forward agenda will be prepared and approved by the Committee each year to govern the matters to be discussed at each meeting.
- The agenda for each meeting will be provided to the Committee members one week prior to the meeting.

CITY OF VINCENT

AUDIT, ~~AND~~ RISK AND IMPROVEMENT COMMITTEE

- A quorum will be in accordance with section 5.19(1) of the *Local Government Act 1995* which is at least 50% of the number of offices (whether vacant or not) of members of the committee and will include, where possible, at least one external independent member. The quorum must be in place at all times during the meeting.
- Decisions of the Committee are to be made by a simple majority.
- Meetings of the Committee are to be open to members of the public in accordance with section 5.23 of the *Local Government Act 1995*.The Committee may resolve to close part of a meeting in accordance with section 5.23(2)–(4), with reasons recorded in the minutes.

6. REPORTING

- Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council.

7. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Committee will be to advise the Council, including by recommending actions and improvements, on all matters relating to:

- Financial Reporting & External Audit (OAG)
- Internal Audit Activities
- Risk Management and Internal Control
- Ethics and Compliance

In addition, the Committee will respond to requests from Council for advice that are within the parameters of the committee's terms of reference.

Detailed Duties and Responsibilities are set out in Annexure 1.

8. DELEGATED AUTHORITY

In accordance with section 7.1B of the *Local Government Act 1995*, the only powers and duties that can be delegated to a committee are any of the powers and duties of the local government under Part 7 of the Act; that is, those relating to audit. The Committee cannot on-delegate the powers and duties delegated to it.

Council has not delegated any of its powers or duties to the Audit Committee.

9. BI-ANNUAL REVIEW OF THE AUDIT COMMITTEE TERMS OF REFERENCE

The Committee will ensure that this Terms of Reference complies with relevant legislative and regulatory requirements and will propose amendments when necessary to ensure that it accurately reflects the Committee's current role and responsibilities.

DRAFT

CITY OF VINCENT

AUDIT, ~~AND~~ RISK AND IMPROVEMENT COMMITTEE

The Committee will review this Terms of Reference bi-annually at the first meeting of the calendar year, following each ordinary local government election, to align with the appointment of new Committee members.

10. PAYMENT TO INDEPENDENT COMMITTEE MEMBERS

Payment to Independent Committee Members remains subject to Council discretion and budget provision ~~shall be the maximum permissible amount~~ in accordance with Section 5.100 of the *Local Government Act 1995*:

5.100 Fees paid and expenses reimbursed to committee members:
(2) A committee member who attends a meeting of the committee is entitled to be paid —
*(a) the fee **determined*** for attending a committee meeting; or*
(b) if the local government has set a fee within the range determined for committee meeting attendance fees — that fee.

***determined** means determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.*

DRAFT

CITY OF VINCENT

AUDIT, ~~AND~~ RISK AND IMPROVEMENT COMMITTEE

ANNEXURE 1: DETAILED DUTIES AND RESPONSIBILITIES OF THE COMMITTEE

This Annexure should be read in conjunction with Section 7: Duties and Responsibilities in the Committee's terms of reference:

Financial Reporting & External Audit (OAG)

- Review the OAG's audit plan (audit planning memorandum) including view of significant accounts and fraud risk.
- Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
- Obtain a briefing by CFO of significant accounting policies and significant judgements made in preparing the financial statements.
- Meet with the external auditor at least once in each year, prior to the auditor meeting with Council in accordance with section 7.12(A)(2) of the *Local Government Act 1995*, to ensure that:
  - The external auditor is supported in carrying out his or her other duties under the *Local Government Act 1995;* and
  - the audit is conducted successfully and expeditiously.
- Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
- Examine the reports of the auditor after receiving a report from the CEO on the matters and:
  - determine if any matters raised require action to be taken by the local government; and
  - ensure that appropriate action is taken in respect of those matters.
- Review the local government's draft annual financial report, focusing on:
  - accounting policies and practices
  - changes to accounting policies and practices
  - the process used in making significant accounting estimates
  - significant adjustments to the financial report (if any) arising from the audit process
  - compliance with accounting standards and other reporting requirements.
  - significant variances from prior years.
- Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
- Oversee the implementation of any action arising from an audit that the City is required to take; or has stated it has taken or intends to take; or has accepted should be taken.

Internal Audit Activities

- Recommend to Council
  - the appointment of the internal audit service provider - where this is sourced externally and not conducted in-house.
  - the internal audit plan along with aspects of coordination with the external auditor's plan and those of other assurance providers.
  - any changes to the proposed annual internal audit plan
  - the internal audit program along with any changes to the internal audit program

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AUDIT, ~~AND~~ RISK AND IMPROVEMENT COMMITTEE

- Review the level of resources allocated to internal audit and the scope of its authority.
- Review of the internal audit activities, progress against the plan, and internal audit reports issued during the period
- Review and recommend changes (if any) to the internal audit program.
- Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO.
- Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised. • Meet with the internal audit service provider every six months.
- Provide feedback on the performance of the internal audit service provider to Council and the CAE.

Risk Management and Internal control

- Review the City's Corporate Risk Register.
- Review of the City's risk management processes and activities (including Risk Management Policy and Appetite Statements).
- Review business continuity planning arrangements for the City including whether business continuity and disaster recovery plans have been periodically reviewed and tested.

Ethics and Compliance

- Review the City's response to Public Sector Commission Integrity Surveys.
- Review adequacy of procedures for the confidential, anonymous submission by employees regarding possible fraud or irregularities.
- Review the City's fraud risk management programs and plans.
- Review the status of any fraud investigation reports.
- To monitor and advise the CEO when the CEO is carrying out functions in relation to a review under *Local Government (Audit) Regulations 1996* regulation 17(1) and the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- Review the City's annual Compliance Audit Return and report to the Council the results of that review.

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OFFICE USE ONLY Document Control	
Initial Council Adoption	15/09/2020 - D20/165439
Reviewed / Amended	Reviewed by Audit ~~COmmittee~~Committee 07/12/2023, Approved by Council 12/12/2023, Reviewed by Audit, Risk and Improvement Committee on 25/02/2026, Approved by Council XX/XX/2026
Next Review Date	~~2025~~ As required by legislation
Document Responsibilities	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Compliance Requirements	
Legislation	*Local Government Act 1995* *Local Government (Administration) Regulations 1996*
Industry	Department of Local Government, Industry Regulation ~~Sport~~ and ~~Safety~~Cultural Industries, ~~Local Government~~ Operational Guidelines ~~Number 9 Audit in Local Government~~ The Office of the Auditor General (OAG) - Audit Committees — Better Practice Guide

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5.2 AUDIT AND RISK COMMITTEE - ACTION REGISTER AND 2026 FORWARD AGENDA

Attachments: 1. **Audit Committee Forward Agenda 2026**
2. **Action Register**

RECOMMENDATION:

That the Audit, Risk and Improvement Committee RECOMMENDS to Council that it NOTES:

1. **the 2026 Audit and Risk Committee Forward Agenda at Attachment 1; and**
2. **the status of the Audit and Risk Committee Action Register at Attachment 2.**

COMMITTEE DECISION ITEM 5.2

Moved: Mayor Xamon, Seconded: Cr Castle

That the recommendation be adopted.

CARRIED (5-0)

For: Mr Araj, Mr Manifis, Mr Isambert, Mayor Xamon and Cr Castle

Against: Nil

(Cr Wheadon was an apology for the Meeting.)

(Cr La Fontaine was an apology for the Meeting.)

ACTION: Administration to reschedule the OAG Entrance Meeting in the Forward Agenda to June 2026.

Audit Committee Forward Agenda 2026

Standing Items	25 February 2026	March (no meeting scheduled)
• Review and update of Audit Committee Forward Agenda 2026 • Update on progress of action items arising from past meetings • Review Audit Log - internal & external audit recommendations • Review of the internal audit activities, progress against plan, and internal audit reports issued during the period • Review of the City's Corporate Risk Register • Briefing by CAE on performance audits or OAG reports carried out for the state government or other LGAs along with any action plans put in place by the City • Compliance Calendar Reporting • Privacy and Responsible Information Sharing Readiness Action Plan Update	• Training and professional development session determined by Committee Chair • Committee to determine and request three deep dives to be undertaken on the City's Corporate Risk Register within the next 12 month period. • Entry Meeting – OAG • Briefing by CEO on the City's Strategy, progress of key initiatives, and external events impacting the City (e.g., new regulation, macro-economic factors, etc.) • Review of Draft Ageing Workforce Plan • ~~Presentation of Compliance Audit Return (CAR) report~~ Note: Reports and recommendations to **March 2026 OMC**	
April (no meeting scheduled)	**27 May 2026**	**June (no meeting scheduled)**
	• Meet privately with the external auditor (OAG) without management present to discuss any matters deemed appropriate • Meet privately (without management present) with the CAE to discuss any matters deemed appropriate. • Briefing by CEO on the City's Strategy, progress of key initiatives, and external events impacting the City (e.g., new regulation, macro-economic factors, etc.) • Review of Risk Appetite and Tolerance Statements • Note the City's submission to the Public Sector Commission's Integrity and Conduct Annual Collection (EEO Response Report) Note: Reports and recommendations **June 2026 OMC**	
July (no meeting scheduled)	**26 August 2026**	**September (no meeting scheduled)**
	• Annual acknowledgement of the City's Code of conduct, evaluation of member independence & committee performance. • Results of the ARC Self-Assessment and key improvement areas • Internal auditor in camera sessions • Review adequacy of procedures for the confidential, anonymous submission by employees regarding possible fraud or irregularities • Presentation of Compliance Audit Return (CAR) report Note: Reports and recommendations to **September 2026 OMC**	
October (no meeting scheduled)	**11 November 2026**	**December (no meeting scheduled)**
	• Exit Meeting – OAG • Annual financial report for year end 30 June 2026 • Meet privately (without management present) with the CAE to discuss any matters deemed appropriate. Meet privately with the internal audit service provider every six months • Briefing by CEO on the City's Strategy, progress of key initiatives, and external events impacting the City (e.g., new regulation, macro-economic factors, etc.) Note: Reports and recommendations to **December 2026 OMC** *Note: The Local Government Inspector announced the deadline for submitting the CAR for the period of 1 January to 31 December 2025 has been deferred until 30 September 2026.*	

CATEGORIES:

1. **Committee Operations**
2. **Financial Reporting & External Audit (OAG)**
3. **Internal Audit Activities**
4. **Risk Management & Internal Control**
5. **Ethics and Compliance**
6. **Other Matters**

D25/14626

Audit and Risk Committee Action Register

(commencing 27 June 2024)

Item	Meeting Date	Agenda Report Item	Resolution Action Item	Responsible Officer	Directorate	Comments	Action Status	Due Date	Overdue by
5.6	12/11/2025	MONTHLY REVIEW OF THE CITY'S CORPORATE RISK REGISTER	ACTION: Administration to present the Privacy and Responsible Information Sharing Action Plan, including activities supporting the development of a draft Privacy Policy, in preparation for the incoming provisions of the Privacy and Responsible Information Sharing Act 2024	["EMCS&G","EM&CT"]	CEO	To be presented at the 25 February 2026 ARC meeting.	In Progress	25/02/2026	Not overdue
5.6	12/11/2025	MONTHLY REVIEW OF THE CITY'S CORPORATE RISK REGISTER	ACTION: The Committee requested that two deep dives from the corporate risk register be scheduled for 2026, with members to confirm their preferences at the February meeting.	["EMCS&G"]	CEO	To be presented at the 25 February 2026 ARC meeting.	In Progress	25/02/2026	Not overdue
5.6	12/11/2025	MONTHLY REVIEW OF THE CITY'S CORPORATE RISK REGISTER	ACTION: Administration to present a report at the next Committee meeting on risk ID1, outlining how the City ensures contracted services align with Council's positions and values throughout all stages of delivery.	["MFS"]	CEO	To be presented at the February 2026 ARC meeting.	In Progress	25/02/2026	Not overdue
5.4	12/11/2025	INTEGRITY FRAMEWORK – YEAR 1 REVIEW, MATURITY SELF-ASSESSMENT AND FRAUD & CORRUPTION RISK REGISTER	ACTION: Administration to confirm at the next Committee meeting which finance-related risks with inherent ratings at medium and above have detection mechanisms in place.	["EMCS&G","MFS"]	CEO	To be presented at the 25 February 2026 ARC meeting.	In Progress	25/02/2026	Not overdue
5.4	12/11/2025	INTEGRITY FRAMEWORK – YEAR 1 REVIEW, MATURITY SELF-ASSESSMENT AND FRAUD & CORRUPTION RISK REGISTER	ACTION: Administration to report back to the Committee in 2026 on how the City manages its legislative obligations beyond the annual Compliance Audit Return.	["EMCS&G"]	CEO	To be presented at the 25 February 2026 ARC meeting.	In Progress	25/02/2026	Not overdue
5.4	12/11/2025	INTEGRITY FRAMEWORK – YEAR 1 REVIEW, MATURITY SELF-ASSESSMENT AND FRAUD & CORRUPTION RISK REGISTER	ACTION: The Committee requested Administration issue biannual communications from the CEO on integrity.	["EMCS&G"]	CEO	Ongoing through 2026.	In Progress	Ongoing	Not overdue
5.3	12/11/2025	CYBER SECURITY RESILIENCE AND TESTING INSIGHTS	ACTION: An update is to be provided on the completion status of cybersecurity training for the identified individuals. If any have not completed the training, outline the consequences and next steps, and confirm whether training is required for each individual.	["EM&CT"]	CEO	Executive Manager Information & Communication Technology to provide update at Audit Committee in February 2026.	In Progress	25/02/2026	Not overdue
5.3	12/11/2025	CYBER SECURITY RESILIENCE AND TESTING INSIGHTS	ACTION: Administration to provide a refresher on the Essential Eight maturity review across systems at a future Audit & Risk Committee meeting.	["EM&CT"]	CEO	Executive Manager Information & Communication Technology aiming to have this finalised by Audit & Risk Committee May 2026	In Progress	27/05/2026	Not overdue

Item	Meeting Date	Agenda Report Item	Resolution Action Item	Responsible Officer	Directorate	Comments	Action Status	Due Date	Overdue by
5.3	12/11/2025	CYBER SECURITY RESILIENCE AND TESTING INSIGHTS	ACTION: Administration to provide an update at a future meeting on the additional recommended controls for local government and the City's current compliance tracking, including maturity levels across each area.	["EM&CT"]["EMCS&G"]	CEO	Executive Manager Information & Communication Technology aiming to have this finalised by Audit & Risk Committee May 2026	In Progress	27/05/2026	Not overdue
5.11	12/11/2025	AUDIT COMMITTEE - ACTION REGISTER AND CONSIDERATION OF 2026 FORWARD AGENDA	ACTION: Administration to update the 2026 Forward Agenda to include the presentation of the CAR report in February 2026, and the Privacy and Responsible Information Sharing Action Plan Update as an item for the May 2026 meeting.	["EMCS&G"]	CEO	The deadline for submitting the Compliance Audit Return (CAR) for the period of 1 January to 31 December 2025 has been deferred until 30 September 2026. With the introduction of the Local Government Inspectorate, there have been a number of changes to the statutory requirements for which a compliance audit is needed. These changes are outlined in regulation 13 of the Local Government (Audit) Regulations 1996, published on 1 January 2026.	In Progress	26/08/2026	Not overdue
5.5	3/09/2025	Review of the City's Audit Log	NOTE: Internal audits are to consider all closed actions to ensure they have been properly addressed.	["EMCS&G"]	CEO	Ongoing.	In Progress	Ongoing	Not overdue
5.4	3/09/2025	Monthly Review of the City's Corporate Risk Register and Outcomes of Deep Dive Reviews	NOTE: The Committee noted that two medium risks (IDs 11 and 12) relating to the polyphagus shothole borer are currently outside Council's risk appetite. A six-month deep dive into the financial impacts is to be presented next year. It was further noted that many aspects of this risk are outside the City's direct control, and that consideration should be given to tolerance levels and descriptors when Council next reviews its risk appetite and tolerance statements.	["EMCS&G"]	CEO	Scheduled on forward agenda for May 2026	In Progress	27/05/2026	Not overdue
5.4	3/09/2025	Monthly Review of the City's Corporate Risk Register and Outcomes of Deep Dive Reviews	NOTE: Risk owners or drivers are to attend meetings to answer questions arising from deep dive discussions.	["EMCS&G"]	CEO	Ongoing through 2026.	In Progress	Ongoing	Not overdue
5.4	3/09/2025	Monthly Review of the City's Corporate Risk Register and Outcomes of Deep Dive Reviews	NOTE: The expected content of the Aging Workforce Plan (ID13) is to be clarified when it is brought back for discussion.	["EMHR"]	CBS	Ageing Workforce Plan is in progress with a draft plan to be presented to the Executive Management Committee in December 2025. Scheduled on A&R Forward Agenda for February 2026	In Progress	25/02/2026	Not overdue
5.3	3/09/2025	Audit Committee - Forward Agenda 2025	NOTE: • Development of the next three-year Internal Audit Plan will be delayed to allow for finalisation of the existing Year 3 Program, and will be included in forward planning for early next year. • A private meeting with the internal auditor, has been completed.	["EMCS&G"]	CEO	Pending completion of current IAP	In Progress	TBC	Not overdue
5.2	3/09/2025	OAG Reports Issued to State and Local Government Entities	Any gaps or new actions arising from the OAG reports are to be added to the Audit Log for ongoing monitoring.	["EMCS&G"]	CEO	Noted	In Progress	Ongoing	Not overdue

Item	Meeting Date	Agenda Report Item	Resolution Action Item	Responsible Officer	Directorate	Comments	Action Status	Due Date	Overdue by
5.1	3/09/2025	Annual Self Assessment	NOTE: The Audit & Risk Committee will undertake an annual self-assessment, with the supporting survey to be conducted every two years.	["EMCS&G"]	CEO	Scheduled on forward agenda for August 2026	In Progress	26/08/2026	Not overdue
5.8	2/07/2025	Audit Committee - Forward Agenda 2025	NOTE: The Audit & Risk Committee requested that Administration report back on the process and system for staff to lodge internal complaints, including who has access to complaint-related emails and how those complaints are managed.	["EMCS&G","EMHR"]	CEO	Scheduled on forward agenda for August 2026	In Progress	26/08/2026	Not overdue
5.3	2/07/2025	Review of the City's Risk Management Framework - Desktop	NOTE: The Audit & Risk Committee requested Administration to conduct a deep dive into the Asset Risk Register and Asset Management, to be presented to the September meeting.	["EMCS&G"]	CEO	Scheduled on forward agenda for February 2026	In Progress	25/02/2026	Not overdue
5.2	2/07/2025	Monthly Review of the City's Corporate Risk Register and Outcomes of Deep Dive Reviews	The Audit and Risk Committee requested that Administration revisit Corporate Risk ID 9 (Tree Canopy Reduction), undertake Deep Dive reviews of Risks ID 10, 11 and 12, and prepare a Climate Change and Strategies Report outlining actions to achieve canopy targets. These are to be presented to the Committee progressively over the next six months	["EMCS&G","MP"]	CEO	Scheduled on forward agenda for May 2026	In Progress	27/05/2026	Not overdue
5.3	12/11/2025	CYBER SECURITY RESILIENCE AND TESTING INSIGHTS	ACTION: Provide external Committee Members with access to agendas and papers in Docs on Tap. Administration to assess whether cyber awareness training provided by the City should be extended to those members.	["EM&CT"]	CEO	Executive Manager Information & Communication Technology to liaise with Acting Executive Manager Corporate Strategy and Governance on the creation of Docs on Tap accounts for Committee Members. Completed January 2026.	Completed	31/01/2026	Completed
5.4	12/11/2025	INTEGRITY FRAMEWORK – YEAR 1 REVIEW, MATURITY SELF-ASSESSMENT AND FRAUD & CORRUPTION RISK REGISTER	ACTION: Administration to reassess the post-mitigation (post-RMA) risk rating for the risk relating to manipulation of Council land and asset sales, and report back to the Committee on additional measures required to reduce this risk to low.	["EMCS&G"]	CEO	To be presented at the 25 February 2026 ARC meeting.	Completed	25/02/2026	Completed
5.3	12/11/2025	CYBER SECURITY RESILIENCE AND TESTING INSIGHTS	ACTION: Administration to ensure all remediation actions arising from cybersecurity testing for vulnerabilities rated medium or above are recorded in the Audit Log.	["EM&CT"]	CEO	Executive Manager Information & Communication Technology to provide update at Audit Committee in February 2026.	Completed	25/02/2026	Completed
5.2	12/11/2025	AUDIT AND RISK COMMITTEE MEETING DATES 2026	AMENDMENT: That the meeting scheduled for Wednesday, 18 February be rescheduled to Wednesday, 25 February, and that the start time for all Audit and Risk Committee meetings in 2026 be changed to 4:30 PM.	["EMCS&G"]	CEO	Updated infocouncil and events calendar. Website updated.	Completed	31/12/2026	Completed

Item	Meeting Date	Agenda Report Item	Resolution Action Item	Responsible Officer	Directorate	Comments	Action Status	Due Date	Overdue by
6	3/09/2025	General Business	NOTE: • Requests that action plans with agreed deadlines be developed between the internal auditor and the relevant director or manager for all outstanding audits. • Requests that a tracking dashboard be created and presented at each Audit & Risk Committee meeting, to provide status updates on internal audit progress (scoping, planning, reporting, final report, action items).	['EMCS&G']	CEO	Agreed deadlines for audit actions are developed between the internal auditor and the relevant Director/Manager during establishment of the Terms of Reference for each audit. A standing Internal Audit Status Dashboard has been implemented and included as a recurring item on the Audit & Risk Committee forward agenda. This dashboard provides Committee members with visibility over audit progress (scoping, planning, fieldwork, reporting and closure)	Completed		Completed
6	3/09/2025	General Business	The Chair requested an item of General Business be considered to discuss the status of the current Year 3 Internal Audit Program. It was noted that four audits are included in the Year 3 Plan, one has been completed and the remaining three have stalled.	['EMCS&G']	CEO	A standing Internal Audit Status Dashboard has been implemented and included as a recurring item on the Audit & Risk Committee forward agenda. This dashboard provides Committee members with visibility over audit progress (scoping, planning, fieldwork, reporting and closure)	Completed		Completed
5.5	3/09/2025	Review of City's Audit Log	NOTE: Audit Action EA:2024/14 Excessive Leave Balances is to remain open. The Executive Manager Human Resources is to attend the next Audit & Risk Committee meeting to provide assurances to the Committee in relation to the proposal to close out this action, and an interim update is to be presented in six months to demonstrate whether leave balances are trending down. Closure will only be considered once the Committee is satisfied with the assurances provided and the supporting trend data.	['EMHR']	CBS	Executive Director Community & Business Services addressed the Audit Committee on 12 November 2025 on this item.	Completed		Completed
5.4	3/09/2025	Monthly Review of the City's Corporate Risk Register and Outcomes of Deep Dive Reviews	NOTE: Information is to be provided to the November Audit & Risk Committee meeting on how high-risk food checks are ranked and how this balances with community expectations for broader inspections.	['MPH&BE']	SD	Response provided in Monthly review of the City's Corporate Risk Register report - 12 November 2025	Completed	12/11/2025	Completed
5.4	3/09/2025	Monthly Review of the City's Corporate Risk Register and Outcomes of Deep Dive Reviews	The Committee discussed community engagement and reputation risk in relation to the underground power project. It was confirmed that engagement is tailored to project needs and will continue to be reviewed.	['MFS']	CBS	Feedback to engagement is closely monitored, and both content and process continue to be adjusted to meet evolving community needs.	Completed		Completed
5.2	3/09/2025	OAG Reports Issued to State & Local Government Entities	Land Transactions (OAG): Further input is required from the Senior Land and Legal Advisor. The next meeting is to include an explanation of processes for major and minor land transactions, and how compliance with relevant legislative requirements is assured.	['MSP','DMP']	SD	Further information provided at 12 November 2025 Audit & Risk Committee meeting. No further action required.	Completed		Completed

Item	Meeting Date	Agenda Report Item	Resolution Action Item	Responsible Officer	Directorate	Comments	Action Status	Due Date	Overdue by
5.2	3/09/2025	OAG Reports Issued to State & Local Government Entities	Personal Leave (OAG): The Committee requested a more detailed evaluation of the City's compliance against the specific OAG recommendations, similar in format to the Purchasing Card review. This is to include how existing and planned controls (random audits, new Leave Management Procedure, training, and system checks) address each OAG finding, with a report back to the November Audit & Risk Committee. Consideration will also be given to adding HR leave management actions to the Audit Log.	['EMHR']	CBS	Executive Director Community & Business Services address the Audit Committee on 12 November 2025 on this item.	Completed		Completed
5.2	3/09/2025	OAG Reports Issued to State & Local Government Entities	NOTE: Report authors are to be invited to the next Audit & Risk Committee meeting to discuss their findings.	['EMCS&G']	CEO		Completed		Completed
5.1	3/09/2025	Annual Self Assessment	NOTE: A skills matrix for Committee members is to be developed to guide future appointments.	['EMCS&G']	CEO		Completed		Completed
5.1	3/09/2025	Annual Self Assessment	NOTE: The Mayor will brief new Council Members on the skills required for the Audit & Risk Committee before nominations are made.	['EMCS&G']	CEO	Completed during nomnations	Completed		Completed
6.1	2/07/2025	OAG - Standing Agenda Presentation Item	NOTE: The Audit & Risk Committee supported the introduction of a self-assessment process for staff issued credit cards, aimed at strengthening internal controls and compliance. Administration to report back on implementation at a future meeting.	['MFS']	CBS	The City has reviewed the credit card procedure. The report will be presented to A&RC on 3 September 2025.	Completed		Completed
6.7	26/02/2025	Audit Committee - Forward Agenda 2025	NOTE: The Audit & Risk Committee requested Administration to adjust the forward agenda to: • Update the 2 June 2025 meeting date to read 2 July 2025 • List the review of the public sector annual submission on integrity and conduct in July. • Remove the City's Fraud and Corruption Risk Register as a standing item and schedule it for review in September. • Move the private meeting with the external auditor to November.	['EMCS&G']	CEO		Completed		Completed
5.8	7/11/2024	Audit Committee - Forward Agenda 2024	NOTE: The Chair advised that before February the ARC self assessment needs to be collated, this will inform the 2025 forward agenda. The Committee also requested that any OAG reports not yet submitted be included in the 2025 forward agenda, as well as the Public Sector Commissioner's Maturity Assessment of Integrity.	['EMCS&G']	CEO	Survey circulated with meeting minutes, responses to be provided to Chair ahead of Feb meeting	Completed		Completed
5.5	7/11/2024	Audit and Risk Committee Meeting Dates 2025	That the Audit and Risk Committee SUPPORTS the Audit and Risk Committee meetings being rescheduled to Wednesdays for 2025, and Administration to circulate dates for confirmation.	['EMCS&G']	CEO	New dates to be circulated to ARC members for confirmation	Completed		Completed

Item	Meeting Date	Agenda Report Item	Resolution Action Item	Responsible Officer	Directorate	Comments	Action Status	Due Date	Overdue by
5.4	7/11/2024	Review of the City's Corporate Risk Register	NOTE: The Committee requested an assessment of the aggregated risks that may arise for the City due to increased Polyphagous Shot-Hole Borer (PSHB) infestations. The focus is on potential consequences such as reduced tree canopy, safety hazards from falling limbs, and long-term financial impacts.	["EMCS&G"]	CEO	to be included in the Feb agenda	Completed		Completed
5.3	7/11/2024	Fraud Risk Register and Draft Integrity Framework	NOTE: The Committee requested a report be submitted to the next meeting, and then quarterly after that, around how the self assessments determined that the controls are working, especially for the Extreme and High risks. The information in this report should be approved by the Executive Management Committee before submission to the ARC.	["EMCS&G"]	CEO		Completed		Completed
5.1	7/11/2024	Audited Financial Statements and Management letters for year ended 30 June 2024	NOTE: At the meeting the OAG requested a change to Note 22 in the Annual Financial Statements, to change the reclassification between current and non-current liabilities, in line with the Mindarie Regional Council audited financial statements.	["MFS"]	CBS		Completed		Completed
5.1	7/11/2024	Audited Financial Statements and Management letters for year ended 30 June 2024	NOTE: Leave Management Plan to be submitted to next Audit and Risk Committee (ARC), either as part of the Risk Register or as a separate item.	["EMHR"]	CBS	Completed as per the Audit Log	Completed		Completed
5.1	7/11/2024	Audited Financial Statements and Management letters for year ended 30 June 2024	NOTE: Beedervile car park update to be submitted to next ARC meeting.	["EMCS&G"]	CEO	CFO circulated to audit committee members	Completed		Completed
5.3	27/06/2024	Internal Audit Program Outcomes and Proposed Year 3 Audits	REQUESTS Administration review Corporate Risk Register and identify three priority audits for the remainder of the internal audit program, having regard to audits already completed and feedback of Elected Members on the Audit and Risk Committee, to be tabled at the October Audit and Risk Committee Meeting.	["EMCS&G"]	CEO	Presented to November A&R committee	Completed		Completed
5.2	27/06/2024	Progress Delivery of the Fraud and Corruption Prevention Plan Actions and Approval of Draft Integrity Framework	DEFER consideration of the Integrity Framework until the Integrity, Fraud and Corruption Risk Assessment is discussed with the CEO. Updated Integrity Framework to be presented to the October meeting of the Audit Committee.	["EMCS&G"]	CEO	To be considered at October 2024 Audit and Risk Committee Meeting	Completed		Completed
						Last updated: 24 February 2026		Total:	46

5.3 AGEING WORKFORCE & RETIREMENT TRANSITION PLAN

Attachments: **1. Ageing Workforce and Retirement Transition Plan**

RECOMMENDATION:

That the Audit, Risk and Improvement Committee RECEIVES the Ageing Workforce and Retirement Transition Plan at Attachment 1.

COMMITTEE DECISION ITEM 5.3

Moved: Mayor Xamon, Seconded: Mr Araj

That the recommendation be adopted.

CARRIED (5-0)

For: Mr Araj, Mr Manifis, Mr Isambert, Mayor Xamon and Cr Castle

Against: Nil

(Cr Wheadon was an apology for the Meeting.)

(Cr La Fontaine was an apology for the Meeting.)

AGEING WORKFORCE AND RETIREMENT TRANSITION PLAN

Contents

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CEO Foreword

Our people are the foundation of the City's success. Their skills, knowledge, and commitment ensure that we deliver quality services to our community every day. As our workforce continues to evolve, it is essential that we plan for the future with foresight and care.

A portion of our workforce is approaching traditional retirement age. This presents both challenges and opportunities. We recognise the valuable contribution our experienced employees have made and the need to support them through a respectful and well-managed transition to retirement. At the same time, we must ensure that critical skills and knowledge are transferred to the next generation of City employees to maintain service continuity.

This **Ageing Workforce and Retirement Transition Plan** outlines our approach to supporting employees who are considering retirement, ensuring our operations remain sustainable, and positioning the City for a resilient future workforce.

David MacLennan
Chief Executive Officer

Introduction and Purpose

The **Ageing Workforce and Retirement Transition Plan** has been developed to support the City in managing the demographic shift within our workforce, particularly the increasing number of employees approaching retirement age.

The purpose of the Plan is to:

- Support employees transitioning towards retirement with dignity, flexibility, and access to meaningful support.
- Maintain service delivery and operational continuity as experienced employees exit the workforce.
- Reduce the risk of increased workers' compensation claims related to physical demands and ageing workforce capacity.
- Capture and transfer critical organisational knowledge before employees retire.
- Build workforce sustainability through effective succession and transition planning.

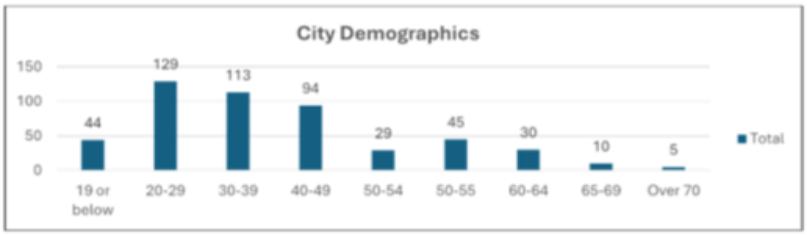
This Plan complements the City's broader **Workforce Plan** and **Workplace Health, Safety and Wellness Plan.**

Challenges at the City of Vincent

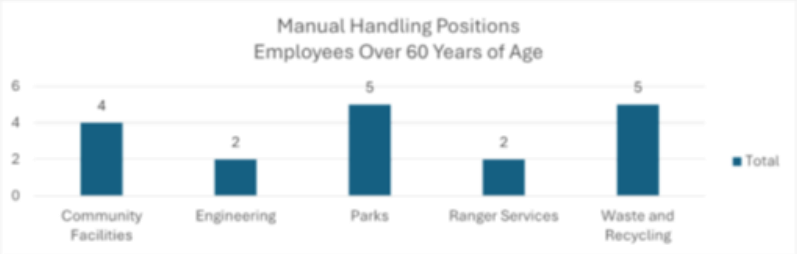
The City of Vincent faces several workforce challenges relating to an ageing workforce, including:

Workforce Demographics

- Employees aged 60 and over make up 9% of the workforce, while those aged 65 and over represent 3%.



- Employees aged 60 and over who perform manual handling tasks represent 3.60% of the City's workforce.



- Many roles, particularly in the outdoor workforce such as crew members, require physical labour that can become increasingly challenging as employees age.

Knowledge Retention

- Long-serving employees often hold critical institutional knowledge, local context, and procedural experience that may not be well-documented or easily transferred.

Increased Workers Compensation Risk

- Physically demanding roles and repetitive manual handling can increase the likelihood of injury for older employees.
- There is also an increased recovery time and potential for prolonged absences following injury.

Transition and Workforce Continuity

- Sudden or poorly planned retirements can leave operational gaps, disrupt service delivery, and increase workload for remaining staff.
- Without structured transition options, employees may retire earlier or more abruptly than necessary.

Current Strategies

The City of Vincent has implemented several initiatives to support its ageing workforce and promote workforce sustainability. These strategies focus on flexibility, retirement planning, and employee financial wellbeing. Summaries of key programs are provided below:

1. Flexible Working Arrangements

- **Summary:** Employees are able to request permanent reductions to their working hours or alternative arrangements (e.g., part-time, job-sharing) subject to approval.
- **Objective:** Support older employees in balancing work and lifestyle needs while retaining their skills and experience within the workforce.

- **Impact:** Increased retention of employees approaching retirement, improved work-life balance, and continued knowledge contribution.

2. Early Retirement Educational Programs

- **Summary:** The City partners with AWARE Super and Medibank Private to provide guidance and programs for employees considering early retirement. This includes financial planning, superannuation advice, and workshops on lifestyle transitions.
- **Objective:** Ensure employees make informed decisions about retirement while providing the organisation with a structured approach to manage workforce transitions.
- **Impact:** Smoother retirements, reduced risk of sudden skill gaps, and support for employees' financial sustainability.

3. Work Health and Safety (WHS) Training

- **Summary**: Employees receive regular WHS training, including safe warm-up exercises before work, injury management procedures, job safety analyses (JSAs), and other workplace safety practices.
- **Objective**: Minimise workplace injuries, particularly for older employees who may be more prone to musculoskeletal and physical injuries and promote a safe working environment for all staff.
- **Impact**: Reduced workplace injuries, improved employee wellbeing, and sustained workforce productivity.

4. City Superannuation Co-contributions

- **Summary:**
  Eligible employees who contribute 3.5% of their salary to their superannuation fund will receive an increased employer contribution from the City, bringing the total employer contribution to 15.5%.
- **Objective:**
  Encourage employees to boost their retirement savings by rewarding voluntary contributions, supporting long-term financial wellbeing.
- **Impact:**
  Enhanced retirement outcomes for employees, increased engagement with superannuation planning, and a more financially secure workforce.

5. **Wellness and Fitness Benefits**

- **Summary:**
  The City offers reduced rates for Fitness Passport, Beatty Park Leisure Centre memberships to eligible staff, and offering a Head to Happiness WHS and Wellness Programs.
- **Objective:**
  Promote physical and mental wellbeing by encouraging regular exercise and healthy lifestyle choices among employees.
- **Impact:**
  Improved employee health and fitness, reduced absenteeism, injury and a positive, supportive workplace culture.

6. **Productivity Scheme**

- **Summary**:
  The Productivity Scheme offers flexible options such as productivity time, seasonal leave bonuses, and flexi-time for employees who meet agreed productivity targets. Participation requires team and individual agreements to ensure alignment with operational needs.
- **Objective:**
  Reward consistent productivity while promoting flexibility and wellbeing. The scheme aims to reduce fatigue, encourage proactive health management, and support sustainable work practices.
- **Impact:**
  Lower risk of workplace injuries and workers' compensation claims as employees work fewer hours when targets are met. Encourages safe work habits and health-conscious behaviours, improving overall wellbeing and reducing absenteeism.

Future Workforce Capability and Talent Pipeline Development

As part of sustaining a strong and capable workforce into the future, the City will focus on building a healthy talent pipeline to ensure continuity of skills, service delivery, and institutional knowledge. This is to ensure that the City has the right capability mix for long-term organisational sustainability.

Key actions include:

- **Attracting Emerging Talent:** Proactively promoting career pathways at the City to individuals at all stages of their career, particularly those entering or transitioning into local government professions, to ensure a continued flow of new skills and perspectives.

- **Developing Role Readiness:** Providing structured learning, mentoring, and shadowing opportunities so new and existing employees can build the competencies required to step into roles as vacancies arise.
- **Knowledge Transfer Partnerships:** Pairing experienced employees with developing staff to ensure critical knowledge, service continuity, and organisational culture are retained as transitions occur.
- **Inclusive and Skills-Focused Recruitment:** Recruitment processes will focus on capability, potential, and organisational fit.

This strategy strengthens workforce sustainability by ensuring the City has a strong, multi-generational workforce with the skills needed now and into the future.

Future Strategic Initiatives

The City is committed to a proactive and supportive approach that balances employee wellbeing with organisational sustainability. The strategy focuses on three key areas:

Support - This area focuses on providing both practical and emotional assistance to employees, particularly those approaching retirement. Initiatives such as financial advice sessions are offered to help staff navigate transitions, maintain their engagement, and build confidence during this period.

Resources - This key area covers the tools, programs, and services made available to employees to improve their health, wellbeing, and workplace safety. Examples include access to ergonomic assessments, wellness programs, medical and mental health support, and regular WHS training. These resources help reduce absenteeism, prevent injuries, and contribute to a positive work environment.

Operations - This area ensures that organisational processes and procedures are aligned with the overall strategy. It involves implementing and managing the practical steps required to deliver support and resources effectively, such as scheduling training sessions, coordinating wellness initiatives, and monitoring outcomes to sustain workforce productivity and service delivery.

Together, these three key areas form a comprehensive strategy that supports employees throughout their careers, promotes a healthy and safe workplace, and underpins the City's commitment to sustainable and effective service delivery.

Focus Area	Objective	Key Action	Responsible Area	Due Date
Support	Build financial literacy and preparedness for retirement.	• Budgeting and financial literacy training • Free financial advice training provided by the City • Superannuation support sessions (AWARE Super) • Employees are entitled to 8 hours of Early Retirement Leave each year to access superannuation and financial advice • Training on transition to retirement opportunities	HR / Finance	April 2026

Support	Promote mental health and wellbeing support during and after retiring from the City.	• Promote Employee Assistance Program (EAP) and offer EAP for 12 months when the employee retires. • One-year free Beatty Park membership for Early Retirement Scheme participants (approval required).	HR	April 2026
Support	Build confidence in using technology and digital systems, ensuring smooth transition and continued engagement.	• Technology and digital upskilling training accessible for all staff • Phishing and personal data protection training. • Training programs such as ergonomics, injury prevention, and mental health in place.	HR &ICT / Managers	June 2026
Support	Building management capability and confidence to roll out Ageing Working and Retirement Transition Plan	• Develop management guidelines on how to assess flexible work, reduced hours requests and address continuity of service when employees transition to retirement or reduce hours. • Train supervisors to speak to the plan and how to deliver the key messages confidently.		
Resources	Provide employees with clear, accessible information to plan retirement effectively.	• Develop a 'Early Retirement Scheme' • Retirement entitlements and payroll guidance documentation • Flexible Working Arrangements during the gradual retirement scheme.	HR	June 2026
Resources	Promote engagement and community participation post-retirement.	• Identify Volunteering WA opportunities • FAQs on pensions, Seniors Card and Centrelink Benefits • Information on discounts (utilities, licenses and dining)	HR	June 2026

Operations	Formalise retirement transitions to support employee and organisational needs.	• Develop an Early Retirement Scheme Agreement • Retain full-time LSL accruals up to a maximum of 12 months for phased retirees based on City agreement. • 1 weeks early retirement pay on final termination payment for those approved on an Early Retirement Scheme.	HR / Managers / Payroll	June 2026
Operations	Ensure continuity in critical roles.	• Succession planning framework in place upon Early Retirement Scheme participants (as required)	HR / Managers / Finance	April 2026
Operations	Reduce risk of injury and maintain workforce capability.	• Annual manual handling training (role specific) - Proper operation of lifting devices and handling equipment. • Training to recognise early signs of musculoskeletal strain. • Clear process for reporting discomfort and near misses. • Full medical checks for those who are 60 years and older who conduct manual handling processes. • Leadership training on fitness for work, workers compensation and WHS practices. • Access to physiotherapy or wellness programs for early treatment.	HR / Managers	June 2026

Partner and Family Engagement in Retirement and Transition Planning

Recognising that retirement and career transition decisions are often made in the context of broader life circumstances, the City acknowledges the important role that partners, and family members play in supporting employees through this journey.

To enhance support and promote positive transition outcomes, the City will:

- **Invite Partners or Family Members:** Employees participating in early transition or retirement education sessions may invite a partner or family member to attend, ensuring they have a shared understanding of the process, options, and impacts.
- **Provide Holistic Information:** Information sessions will include topics such as financial considerations, lifestyle planning, wellbeing, and community engagement—areas where partner support is often significant.
- **Encourage Collaborative Planning:** Employees will be supported to consider personal, family, and wellbeing goals alongside career plans, reinforcing that retirement and transition is not only a workplace milestone but a whole-of-life change.

Including families in these discussions helps employees feel supported, reduces uncertainty, and promotes smoother, well-planned transitions.

Eligibility for Early Retirement Scheme

Introduction

The Early Retirement Scheme is designed to support employees who may be approaching the later stages of their career and are seeking a structured, supported transition towards retirement. The scheme aims to:

- Reduce workplace injuries, particularly in roles with higher physical or manual-handling demands.
- Support employees who may be experiencing changes in their capacity to meet the physical or operational demands of their role.
- Ensure operational continuity through planned workforce transitions, succession planning, and knowledge transfer
- Provide employees with clarity, dignity, and choice in planning their retirement pathway

Early Retirement Scheme offers a gradual exit from the workforce, which may include reduced hours, modified duties, transitional arrangements, or early retirement incentives (if approved).

A. General Eligibility Criteria (All Required)

1. **Employment Status**
   - Must be a permanent full-time or part-time employee of the City.
2. **Service Requirement**
   - Minimum of 7 years' continuous service
   - Demonstrated long-term contribution to a role that is operationally significant.
3. **Voluntary Participation**
   - Employee must express an interest or agree to participate without coercion.
4. **Workforce Planning Alignment**
   - The employee's role can be transitioned or redesigned without significant operational impact.
   - A succession or knowledge-transfer plan can be reasonably implemented.
5. **No Current Misconduct Matters**
   - Employee must not be subject to an active disciplinary or misconduct investigation.

B. Specific Eligibility Criteria (At Least One Required)

1. **Increased Risk of Workplace Injury**
   - Employee works in a role with ongoing manual-handling or physical-demand requirements, **and**
   - Recent assessments, WHS observations, or injury history suggest a **higher likelihood of future injury** if they continue in their current duties.
2. **Changing Physical Capacity and Work Pace**
   - The employee is experiencing changes in their ability to meet the physical or pace-related requirements of their role, such as increased fatigue or difficulty sustaining manual or physically demanding tasks.
   - Performance expectations cannot be consistently met despite reasonable adjustments, training, or support.

3. **Role Suitable for Retirement Transition Planning**
    - The employee holds specialist or long-tenured knowledge that would benefit from structured handover prior to leaving the organisation.
4. **Employee-Identified Readiness for Transition**
    - Employee expresses a desire to prepare for retirement and would benefit from a gradual reduction in responsibilities or hours.

An employee may be considered eligible for the Early Retirement Scheme if they meet **all general criteria** and at least **one specific criterion**.

Monitoring, Review and Reporting

The City is committed to ensuring that the **Ageing Workforce and Retirement Transition Plan** supports employees, maintains operational continuity, and optimises workforce capability. The effectiveness of the plan will be actively monitored, reviewed, and evaluated through the following measures:

Tracking Participation and Transitions

- Maintain records of employees engaging in transition initiatives, including early retirement, phased retirement, redeployment, or role adjustments.
- Monitor participation across departments, roles, and demographics to ensure equitable access and opportunities.
- Identify trends or barriers to participation that may require adjustments to the plan.

Evaluating Workplace Health and Safety Outcomes

- Track workplace injury rates, incidents, and workers' compensation claims in areas affected by workforce transitions.
- Assess whether initiatives such as role redesign, reduced physical demands, or gradual transitions contribute to safer work environments.
- Use findings to inform ongoing safety improvements and risk mitigation strategies.

Assessing Operational and Financial Outcomes

- Measure operational impacts, including workforce coverage, productivity, and service continuity.
- Evaluate financial implications, such as reductions in workers' compensation costs, recruitment or training savings, and any incentives provided.

- Ensure workforce planning and succession management align with transitions to maintain operational effectiveness.

Employee Feedback and Continuous Improvement

- Collect feedback from employees participating in transition initiatives regarding clarity, support, and effectiveness.
- Consult managers, coordinators and HR team on practical implementation and observed outcomes.
- Use insights to refine processes, communications, and eligibility criteria, ensuring fairness and alignment with organisational objectives.

Reporting

- Provide periodic reports to the Executive Management Committee summarising:
    - Participation and uptake across initiatives
    - Workplace health, safety outcomes
    - Operational and financial impacts
    - Recommendations for improvements or adjustments
- Reports will inform strategic workforce planning and the ongoing sustainability of the workforce.

Conclusion

The City's ageing workforce brings invaluable experience and commitment. By prioritising the health, safety, and wellness of our employees, we not only honour their contributions but also create the foundation for a resilient and sustainable organisation.

Supporting employees in their transition to retirement strengthens our culture, sustains essential services, and ensures operational continuity.

This Ageing Workforce and Retirement Transition Plan is not just about managing retirement. It is about valuing our people, preserving our knowledge, and building a future workforce that is healthy, safe, and well-supported. Through our ongoing commitment to employee wellbeing, we are investing in the City's long-term success and the community we serve.

5.4 COMPLIANCE CALENDAR REPORTING

Attachments: **1. Compliance Calendar as at 4 February 2026**

RECOMMENDATION:

That the Audit, Risk and Improvement Committee NOTES the status of the Compliance Calendar, at Attachment 1, and the associated reporting requirements for the 2026 calendar year.

COMMITTEE DECISION ITEM 5.4

Moved: Cr Castle, Seconded: Mayor Xamon

That the recommendation be adopted.

CARRIED (5-0)

For: Mr Araj, Mr Manifis, Mr Isambert, Mayor Xamon and Cr Castle

Against: Nil

(Cr Wheadon was an apology for the Meeting.)

(Cr La Fontaine was an apology for the Meeting.)

2026 Compliance Calendar

Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 1 Jan 2026	C91 Council / Committee Meeting ScheduleThe CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every year on the 5th day of January. Reminders will be sent 1 month before the due date.	Governance	Executive Assistant to the Mayor & Council Support	100% completed	I believe this was done, was done by Governance team	---
Due 1 Jan 2026	C74 Local Government Road Asset & Expenditure ReportSubmit Expenditure Report to WALGA / Grants CommissionSubmit WALGA Road Assets and Expenditure Certification Sheet	---	Due every year on the 1st day of January. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	100% completed	Submitted November 2025	---
Due 14 Jan 2026	C78 Local governments to give Valuer-General informationProvide to the Valuer-General schedules of:• building licenses issued• building license works completed• registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978	Due every month on the 14th day of the month. Reminders will be sent 1 month before the due date.	Rates	Coordinator Rates and Receivables	100% completed	Documents provided on Portal.	---
Due 21 Jan 2026	C121 Emergency Services Levy (ESL) - Option B PaymentForm B (shown at Schedule 5) is to be completed by local governments that elect to administer ESL in accordance with "Option A" and is to be submitted to DFES to accompany each monthly ESL remittan...	Fire and Emergency Services Act 1998	Due every year on the 31st day of July. Reminders will be sent 1 month before the due date.	Finance	Coordinator Rates and Receivables	100% completed	Payments to DFES is due in September, December, March and June	---
Due 31 Jan 2026	C49 Local Emergency ManagementMinor review local emergency management arrangements for the Organisation and report to the SEMC as soon as they are prepared or amended.	Emergency Management Act 2005	Due every year on the 31st day of January. Reminders will be sent 1 month before the due date.	Rangers	Senior Projects and Strategy Officer Ranger Services	100% completed	Local Emergency Management Plan developed	---
Due 31 Jan 2026	C75 Gift & Travel Register Online - Internal AuditAudit the Register for:Compliance with Admin.Reg.28ARegister accurately records all declarationsDeclaration form complies with disclosure requirements under s.5.82 and s.5.83	Local Government (Administration) Regulations 1996	Due every 2 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Governance	Governance Officer	100% completed	All gifts register and statutory register audited and copies online	---
Due 31 Jan 2026	C111 Review and Update Register of Financial, Proximity and Impartiality InterestsReview and update the register following each Council Meeting: Ensure:• Compliance with s.5.88 and Admin. Reg. 28• Register accurately records all declarations• Declarations...	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 week before the due date.	Governance	Executive Assistant to the Mayor & Council Support	100% completed	Register updated on website	---

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2026 Compliance Calendar

Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 31 Jan 2026	CS2 Local Emergency Management CommitteeHold committee meeting quarterly in accordance with the Act	Emergency Management Act 2005	Due every 3 months on the last day of the commencing month. Reminders will be sent 1 month before the due	Rangers	Manager Ranger Services	100% completed	Quarterly meeting was held at City of Vincent on 11 December 2025	---
Due 31 Jan 2026	C76 Aquatic facility water samplingTwo water samples are to be collected from each water body of each aquatic facility in the district at least once per month	Health (Aquatic Facilities) Regulations 2007	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	Public Health and Built Environment	Coordinator Environmental Health	100% completed	Pool test results for January found here	---
Due 31 Jan 2026	C47 Financial Interests Register - ReviewReview the Financial Interest Register and remove Primary and Annual Returns that relate to Elected Members who have resigned, and persons who are no longer Designated Employees (resigned or change...	Local Government Act 1995	Due every 2 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Governance	---	100% completed	updated on website	updated on website
Due 31 Jan 2026	C85 Common Seal RegisterReview register ensuring all entries are up to date and compliant with the Act.	Local Government Act 1995	Due every 4 months on the last day of the commencing month. Reminders will be sent 1 month before the due	Governance	---	100% completed	complete	complete
Due 31 Jan 2026	C105 Elections - Refund candidate depositsRefund candidate deposits	Local Government (Elections) Regulations 1997	Due every 2 years on the 1st day of December (of the first year). Reminders will be sent 2 months before the due date.	Finance	Manager Financial Services	100% completed	Refund request forms and creditor forms have been completed for all eligible candidates. Two candidates have not returned the required documentation	---
Due 14 Feb 2026	C78 Local governments to give Valuer-General informationProvide to the Valuer-General schedules of:• building licenses issued• building license works completed• registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978	Due every month on the 14th day of the month. Reminders will be sent 1 month before the due date.	Rates	Coordinator Rates and Receivables	0% progress	---	---

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2026 Compliance Calendar

Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 25 Feb 2026	C11 Annual General Meeting of ElectorsGive Public Notice and hold General Meeting of Electors - to be held within 56-days of adoption of Annual Report	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every year on the 25th day of February. Reminders will be sent 1 month before the due date.	Governance	---	100% progress	---	---
Due 28 Feb 2026	C58 Master Compliance Calendar ReviewReview the Compliance Calendar content and consult with the CEO, Executive and employees to identify any additional Compliance Action tasks for inclusion in Calendar	---	Due every year on the 31st day of January. Reminders will be sent 1 month before the due date.	Governance	---	50% progress	---	---
Due 28 Feb 2026	C85 Common Seal RegisterReview register ensuring all entries are up to date and compliant with the Act.	Local Government Act 1995	Due every 4 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Governance	Executive Manager Corporate Strategy and Governance	0% progress	---	---
Due 28 Feb 2026	C143 List of payments by employees via purchasing cards for NovemberList of payments must be prepared each month and presented to council at the next OMC after the list is prepared.	Local Government (Financial Management) Regulations 1996	Due every year on the 28th day of February. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 28 Feb 2026	C144 List of payments by employees via purchasing cards for DecemberList of payments must be prepared each month and presented to council at the next OMC after the list is prepared.	Local Government (Financial Management) Regulations 1996	Due every year on the 28th day of February. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 28 Feb 2026	C145 Monthly Financial Report for NovemberPrepare a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d).Present at an Ordinary Council meeting...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 28th day of February. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 28 Feb 2026	C146 Monthly Financial Report for DecemberPrepare a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d).Present at an Ordinary Council meeting...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 28th day of February. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---

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2026 Compliance Calendar

Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 28 Feb 2026	C157 Financial Position Statement for NovemberPrepare a monthly financial statement showing the City's financial position at the end of the previous month and compare it with the end of the last financial year. This statement must...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 28th day of February. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 28 Feb 2026	C158 Financial Position Statement for DecemberPrepare a monthly financial statement showing the City's financial position at the end of the previous month and compare it with the end of the last financial year. This statement must...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 28th day of February. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 28 Feb 2026	C177 Record Keeping Systems/PlansUndertake Review and submit to State Records Commission - required every 5-years OR when significant change to organisations functions	Local Government Act 1995State Records Act 2000	Due every 5 years on the 28th day of February (of the first year). Reminders will be sent 1 month before the due date.	Records	Coordinator Information	0% progress	---	---
Due 28 Feb 2026	C176 Publish Meeting RecordingRecordings of council meetings must be published on the local government's website or another external website with a link placed on the local government's website.The recording must	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 28 Feb 2026	C111 Review and Update Register of Financial, Proximity and Impartiality InterestsReview and update the register following each Council Meeting: Ensure:• Compliance with s.5.88 and Admin. Reg. 28• Register accurately records all declarations• Declarations...	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 week before the due date.	Governance	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 28 Feb 2026	C76 Aquatic facility water samplingTwo water samples are to be collected from each water body of each aquatic facility in the district at least once per month	Health (Aquatic Facilities) Regulations 2007	Due every month on the last day of the month. Reminders will be sent 1 month before the due	Public Health and Built Environment	Coordinator Environmental Health	0% progress	---	---
Due 1 Mar 2026	C68 Integrity in Procurement - Internal AuditReview policies, procedures, internal controls, relevant to purchasing activities, making payments and contract management, as well as practices for recruitment, induction and training of employees...	Local Government (Financial Management) Regulations 1996Local Government (Audit) Regulations 1996	Due every year on the 1st day of March. Reminders will be sent 1 month before the due date.	Finance	Coordinator Procurement and Contracts	0% progress	---	---

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2026 Compliance Calendar

Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 14 Mar 2026	C78 Local governments to give Valuer-General informationProvide to the Valuer-General schedules of:• building licenses issued• building license works completed• registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978	Due every month on the 14th day of the month. Reminders will be sent 1 month before the due date.	Rates	Coordinator Rates and Receivables	0% progress	---	---
Due 31 Mar 2026	C176 Publish Meeting RecordingRecordings of council meetings must be published on the local government's website or another external website with a link placed on the local government's website.The recording must	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 31 Mar 2026	C76 Aquatic facility water samplingTwo water samples are to be collected from each water body of each aquatic facility in the district at least once per month	Health (Aquatic Facilities) Regulations 2007	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	Public Health and Built Environment	Coordinator Environmental Health	0% progress	---	---
Due 31 Mar 2026	C18 Elected MembersCheck that Elected Members have not been absent for 3 consecutive meetings without Leave of Absence being granted	Local Government Act 1995	Due every 3 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Governance	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 31 Mar 2026	C58 Fines Enforcement - Designated Prosecuting OfficersReview Designated Prosecuting Officers and provide written advice to Fines Enforcement Registry of changes	Fines, Penalties and Infringement Notices Enforcement Act 1994	Due every year on the 31st day of March. Reminders will be sent 1 month before the due date.	Rangers	Manager Ranger Services	0% progress	---	---
Due 31 Mar 2026	C50 Roads to RecoveryOnline submission expenditure report and forecast for the next quarter. The Roads to Recovery program is an Australian Government initiative that provides funding directly to local governments to...	---	Due every 3 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Engineering	Manager Engineering	0% progress	---	---
Due 31 Mar 2026	C03 Budget ReviewReview of Budget - between 1 Jan and last day of Feb, a local government is to carry out review of its annual budget for that year.The review must be submitted to the Council on or before 31	Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of March. Reminders will be sent 2 months before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 Mar 2026	C124 Public Interest Disclosure Officer - Internal AuditCEO must appoint a specified position with the authority as the person responsible for receiving public interest disclosures. PID Officer Declaration Form must be completed and provided to the	Public Interest Disclosure Act 2003	Due every year on the 31st day of March. Reminders will be sent 1 month before the due date.	Governance	Coordinator Corporate Strategy & Governance	0% progress	---	---

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2026 Compliance Calendar

Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 31 Mar 2026	C47 Financial Interests Register - ReviewReview the Financial Interest Register and remove Primary and Annual Returns that relate to Elected Members who have resigned, and persons who are no longer Designated Employees (resigned	Local Government Act 1995	Due every 2 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Governance	Executive Manager Corporate Strategy and Governance	0% progress	---	---
Due 31 Mar 2026	C139 List of payments by employees via purchasing cards for JanuaryList of payments must be prepared each month and presented to council at the next OMC after the list is prepared	Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of March. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 Mar 2026	C147 Monthly Financial Report for JanuaryPrepare a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d).Present at an Ordinary Council meeting...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of March. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 Mar 2026	C159 Financial Position Statement for JanuaryPrepare a monthly financial statement showing the City's financial position at the end of the previous month and compare it with the end of the last financial year. This statement must...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of March. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 Mar 2026	C171 Annual Financial Report Audit - Prepare Report & Give to MinisterPrepare a report addressing any matters identified as significant by the auditor in the audit report and give to Minister within 3 months after Auditor's Report received.	Local Government Act 1995	Due every year on the 31st day of March. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 Mar 2026	C111 Review and Update Register of Financial, Proximity and Impartiality InterestsReview and update the register following each Council Meeting: Ensure:• Compliance with s.5.88 and Admin. Reg. 28• Register accurately records all declarations• Declarations...	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 week before the due date.	Governance	---	0% progress	---	---
Due 31 Mar 2026	C75 Gift & Travel Register Online - Internal AuditAudit the Register for:Compliance with Admin.Reg.28ARegister accurately records all declarationsDeclaration form complies with disclosure requirements under s.5.82 and s.5.83	Local Government (Administration) Regulations 1996	Due every 2 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Governance	Governance Officer	0% progress	---	---

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2026 Compliance Calendar

Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 14 Apr 2026	C174 Annual Financial Report Audit - Auditor Report on WebsiteThe Auditor Report must be published on the LG's official website within 14 days after the Report has been provided to the Minister.	Local Government Act 1995Local Government (Audit) Regulations 1996	Due every year on the 14th day of April. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 14 Apr 2026	C78 Local governments to give Valuer-General informationProvide to the Valuer-General schedules of:• building licenses issued• building license works completed• registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978	Due every month on the 14th day of the month. Reminders will be sent 1 month before the due date.	Rates	Coordinator Rates and Receivables	0% progress	---	---
Due 30 Apr 2026	C176 Publish Meeting RecordingRecordings of council meetings must be published on the local government's website or another external website with a link placed on the local government's website.The recording must	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 30 Apr 2026	C111 Review and Update Register of Financial, Proximity and Impartiality InterestsReview and update the register following each Council Meeting. Ensure:• Compliance with s.5.88 and Admin. Reg. 28• Register accurately records all declarations• Declarations...	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 week before the due date.	Governance	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 30 Apr 2026	C52 Local Emergency Management CommitteeHold committee meeting quarterly in accordance with the Act	Emergency Management Act 2005	Due every 3 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Rangers	Manager Ranger Services	0% progress	---	---
Due 30 Apr 2026	C76 Aquatic facility water samplingTwo water samples are to be collected from each water body of each aquatic facility in the district at least once per month	Health (Aquatic Facilities) Regulations 2007	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	Public Health and Built Environment	Coordinator Environmental Health	0% progress	---	---
Due 30 Apr 2026	C138 List of payments by employees via purchasing cards for FebruaryList of payments must be prepared each month and presented to council at the next OMC after the list is prepared	Local Government (Financial Management) Regulations 1996	Due every year on the 30th day of April. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 30 Apr 2026	C148 Monthly Financial Report for FebruaryPrepare a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d).Present at an Ordinary Council meeting...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 30th day of April. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---

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2026 Compliance Calendar

Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 30 Apr 2026	C160 Financial Position Statement for FebruaryPrepare a monthly financial statement showing the City's financial position at the end of the previous month and compare it with the end of the last financial year. This statement must...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 30th day of April. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 30 Apr 2026	C72 Rate Exempted Properties - Review.In preparation for next financial year, review previously approved rate exempt properties to determine if the basis of exemption remains unchanged. Advise owners where status is changed or	Local Government Act 1995	Due every year on the 30th day of April. Reminders will be sent 1 month before the due date.	Finance	Coordinator Rates and Receivables	0% progress	---	---
Due 14 May 2026	C78 Local governments to give Valuer-General informationProvide to the Valuer-General schedules of:• building licenses issued• building license works completed• registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978	Due every month on the 14th day of the month. Reminders will be sent 1 month before the due date.	Rates	Coordinator Rates and Receivables	0% progress	---	---
Due 31 May 2026	C176 Publish Meeting RecordingRecordings of council meetings must be published on the local government's website or another external website with a link placed on the local government's website.The recording must	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 31 May 2026	C76 Aquatic facility water samplingTwo water samples are to be collected from each water body of each aquatic facility in the district at least once per month	Health (Aquatic Facilities) Regulations 2007	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	Public Health and Built Environment	Coordinator Environmental Health	0% progress	---	---
Due 31 May 2026	C111 Review and Update Register of Financial, Proximity and Impartiality InterestsReview and update the register following each Council Meeting: Ensure:• Compliance with s.5.88 and Admin. Reg. 28• Register accurately records all declarations• Declarations...	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 week before the due date.	Governance	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 31 May 2026	C84 Equal Opportunity Management PlanReport to Senior Management the progress of initiatives in the Equal Opportunity Management Plan.	Equal Opportunity Act 1984	Due every year on the 31st day of May. Reminders will be sent 1 month before the due date.	Human Resources	Executive Manager Human Resources	0% progress	---	---

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2026 Compliance Calendar

Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 31 May 2026	C47 Financial Interests Register - ReviewReview the Financial Interest Register and remove Primary and Annual Returns that relate to Elected Members who have resigned, and persons who are no longer Designated Employees (resigned	Local Government Act 1995	Due every 2 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Governance	Executive Manager Corporate Strategy and Governance	0% progress	---	---
Due 31 May 2026	C137 List of payments by employees via purchasing cards for MarchList of payments must be prepared each month and presented to council at the next OMC after the list is prepared	Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of May. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 May 2026	C149 Monthly Financial Report for MarchPrepare a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d).Present at an Ordinary Council meeting...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of May. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 May 2026	C161 Financial Position Statement for MarchPrepare a monthly financial statement showing the City's financial position at the end of the previous month and compare it with the end of the last financial year. This statement must...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of May. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 May 2026	C02 Annual Budget - Fees and Charges - ReviewIn preparation for the Annual Budget, undertake an Administrative review of Fees and Charges to inform the fees and charges proposed for including in the Annual Budget. The Review should	Local Government Act 1995	Due every year on the 31st day of May. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 May 2026	C60 RatesNotice advising intention to impose differential general rates or a minimum payment applying to a differential rate category	Local Government Act 1995	Due every year on the 31st day of May. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 May 2026	C129 Local public health plansA local government must prepare a public health plan	Public Health Act 2016	Due every year on the 31st day of May. Reminders will be sent 3 months before the due date.	Public Health and Built Environment	Manager Public Health and Built Environment	0% progress	---	---
Due 31 May 2026	C75 Gift & Travel Register Online - Internal AuditAudit the Register for:Compliance with Admin.Reg.28ARegister accurately records all declarationsDeclaration form complies with disclosure requirements under s.5.82 and s.5.83	Local Government (Administration) Regulations 1996	Due every 2 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Governance	Governance Officer	0% progress	---	---

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Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 31 May 2026	C66 Tender Register - ReviewReview Register for compliance with F&G.Reg.17 and ensure the Register accurately and completely records all tenders.	Local Government (Functions and General) Regulations 1996	Due every year on the 31st day of May. Reminders will be sent 1 month before the due date.	Finance	Coordinator Procurement and Contracts	0% progress	---	---
Due 1 Jun 2026	C175 Code of conduct for employeesThe CEO must prepare and implement a code of conduct to be observed by employees of the local government. CEO must publish an up-to-date version of the code of conduct on the local government's...	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every year on the 1st day of June. Reminders will be sent 1 month before the due date.	---	Executive Manager Human Resources	0% progress	---	---
Due 1 Jun 2026	C170 Update Record of information about conduct - s.5.96CThe CEO must maintain a Record of information about conduct. The CEO must publish an up-to-date version of the record of information on the local government's official website.	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every year on the 1st day of June. Reminders will be sent 1 month before the due date.	Governance	Executive Manager Corporate Strategy and Governance	0% progress	---	---
Due 14 Jun 2026	C78 Local governments to give Valuer-General informationProvide to the Valuer-General schedules of• building licenses issued• building license works completed• registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978	Due every month on the 14th day of the month. Reminders will be sent 1 month before the due date.	Rates	Coordinator Rates and Receivables	0% progress	---	---
Due 30 Jun 2026	C176 Publish Meeting RecordingRecordings of council meetings must be published on the local government's website or another external website with a link placed on the local government's website.The recording must	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 30 Jun 2026	C18 Elected MembersCheck that Elected Members have not been absent for 3 consecutive meetings without Leave of Absence being granted	Local Government Act 1995	Due every 3 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Governance	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 30 Jun 2026	C82 Corporate Business Plan - ReviewCouncil to adopt by absolute majority.Amended Corporate Business Plan informs the preparation of the budget.	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every year on the 30th day of June. Reminders will be sent 1 month before the due date.	Governance	Corporate Strategy and Governance Officer	0% progress	---	---
Due 30 Jun 2026	C76 Aquatic facility water samplingTwo water samples are to be collected from each water body of each aquatic facility in the district at least once per month	Health (Aquatic Facilities) Regulations 2007	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	Public Health and Built Environment	Coordinator Environmental Health	0% progress	---	---

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Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 30 Jun 2026	CS7 Water LicencesArtesian and Non-artesian Water Licences - review and renew if necessary	Rights in Water and Irrigation Act 1914	Due every year on the 30th day of June. Reminders will be sent 1 month before the due date.	Parks	Manager Parks	0% progress	---	---
Due 30 Jun 2026	CS0 Roads to RecoveryOnline submission expenditure report and forecast for the next quarter. The Roads to Recovery program is an Australian Government initiative that provides funding directly to local governments to...	---	Due every 3 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Engineering	Manager Engineering	0% progress	---	---
Due 30 Jun 2026	C23 Review Council Member Continuing Professional Development PolicyLG must review the policy after each ordinary election.	Local Government Act 1995	Due every 2 years on the 14th day of February (of the first year). Reminders will be sent 3 months before the due date.	Governance	Corporate Strategy and Governance Officer	25% progress	Policy paper report due to be published in late February.	---
Due 30 Jun 2026	C61 Public ThoroughfaresConfirm plans of the levels and alignments of public thoroughfares are kept	Local Government Act 1995	Due every year on the 30th day of June. Reminders will be sent 1 month before the due date.	Engineering	Manager Engineering	0% progress	---	---
Due 30 Jun 2026	C09 Legislative Compliance - ReviewUndertake a review of the appropriateness and effectiveness of the Legislative Compliance system and procedures. The CEO must report to the audit, risk and improvement committee	Local Government (Audit) Regulations 1996	Due every 4 years on the 30th day of June (of the first year). Reminders will be sent 1 month before the due date.	Governance	Coordinator Corporate Strategy & Governance	0% progress	---	---
Due 30 Jun 2026	C07 Risk Management - ReviewUndertake a review of the appropriateness and effectiveness of the Risk Management system and procedures. The CEO must report to the audit, risk and improvement committee the results of each review...	Local Government (Audit) Regulations 1996	Due every 4 years on the 30th day of June (of the first year). Reminders will be sent 1 month before the due date.	Governance	Coordinator Corporate Strategy & Governance	0% progress	---	---
Due 30 Jun 2026	C08 Financial Management - ReviewUndertake a review of the appropriateness and effectiveness of the Financial Management system and procedures. CEO to report Review results to Council via the Audit Committee.	Local Government (Audit) Regulations 1996	Due every 4 years on the 30th day of June (of the first year). Reminders will be sent 1 month before the due date.	Governance	Coordinator Corporate Strategy & Governance	0% progress	---	---
Due 30 Jun 2026	C85 Common Seal RegisterReview register ensuring all entries are up to date and compliant with the Act.	Local Government Act 1995	Due every 4 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Governance	Executive Manager Corporate Strategy and Governance	0% progress	---	---

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Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 30 Jun 2026	C01 Annual BudgetPrepare and adopt, by absolute majority, an Annual Budget for the next financial year.	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 30th day of June. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 30 Jun 2026	C29 Financial Reporting - Material VariancesEach Financial Year, a LG is to adopt a percentage or value, calculated in accordance with AASB, to be used in statements of financial activity for reporting material variances. (adopt and	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 30th day of June. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 30 Jun 2026	C48 Workplace Health, Safety and WellnessReview of Health and Safety Management Plan to ensure compliance with City's legislative requirements	Work Health and Safety Act 2020	Due every year on the 30th day of June. Reminders will be sent 1 month before the due date.	Human Resources	Executive Manager Human Resources	0% progress	---	---
Due 30 Jun 2026	C136 List of payments by employees via purchasing cards for AprilList of payments must be prepared each month and presented to council at the next OMC after the list is prepared	Local Government (Financial Management) Regulations 1996	Due every year on the 30th day of June. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 30 Jun 2026	C150 Monthly Financial Report for AprilPrepare a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d).Present at an Ordinary Council meeting...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 30th day of June. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 30 Jun 2026	C162 Financial Position Statement for AprilPrepare a monthly financial statement showing the City's financial position at the end of the previous month and compare it with the end of the last financial year. This statement must...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 30th day of June. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 30 Jun 2026	C13 Delegations Register ReviewDelegations Register to be reviewed at least once every financial year, delegations made under this Division are to be reviewed by the delegator.	Local Government Act 1995	Due every year on the 30th day of June. Reminders will be sent 1 month before the due date.	Governance	Governance Officer	100% progress	f	---
Due 30 Jun 2026	C111 Review and Update Register of Financial, Proximity and Impartiality InterestsReview and update the register following each Council Meeting. Ensure:• Compliance with s.5.88 and Admin. Reg. 28• Register accurately records all declarations• Declarations...	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 week before the due date.	Governance	---	0% progress	---	---

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Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 1 Jul 2026	C54 Health Fees and ChargesGazettal and Notice of new fees and charges for next financial year. For inclusion in Budget	Health (Miscellaneous Provisions) Act 1911	Due every year on the 1st day of July. Reminders will be sent 1 month before the due date.	Public Health and Built Environment	Manager Public Health and Built Environment	0% progress	---	---
Due 14 Jul 2026	C34 Register of Fees and Allowances Paid to Elected MembersEstablish register of Councillors fees, expenses or allowances table and have it published on the Organisation's website no later than 14 July every financial year.	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every year on the 14th day of July. Reminders will be sent 1 month before the due date.	Governance	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 14 Jul 2026	C78 Local governments to give Valuer-General informationProvide to the Valuer-General schedules of:• building licenses issued• building license works completed• registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978	Due every month on the 14th day of the month. Reminders will be sent 1 month before the due date.	Rates	Coordinator Rates and Receivables	0% progress	---	---
Due 25 Jul 2026	C36 FOI Annual Statistical DataProvide Report to the Information Commissioner on FOI Annual Statistical Data	Freedom of Information Act 1992	Due every year on the 25th day of July. Reminders will be sent 1 month before the due date.	Records	Coordinator Information	0% progress	---	---
Due 31 Jul 2026	C80 Public Access to Information - AuditCheck LG website, Library and LG office to ensure all information is publicly accessible in accordance with s.5.94, 5.96A and Admin. Reg.29, and that customer service staff are trained to provide...	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every year on the 31st day of July. Reminders will be sent 1 month before the due date.	Governance	Executive Manager Corporate Strategy and Governance	0% progress	---	---
Due 31 Jul 2026	C47 Financial Interests Register - ReviewReview the Financial Interest Register and remove Primary and Annual Returns that relate to Elected Members who have resigned, and persons who are no longer Designated Employees (resigned	Local Government Act 1995	Due every 2 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Governance	Executive Manager Corporate Strategy and Governance	0% progress	---	---
Due 31 Jul 2026	C134 List of payments by employees via purchasing cards for MayList of payments must be prepared each month and presented to council at the next OMC after the list is prepared	Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of July. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 Jul 2026	C151 Monthly Financial Report for MayPrepare a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d).Present at an Ordinary Council meeting...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of July. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---

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Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 31 Jul 2026	C163 Financial Position Statement for MayPrepare a monthly financial statement showing the City's financial position at the end of the previous month and compare it with the end of the last financial year. This statement must...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of July. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 Jul 2026	C176 Publish Meeting RecordingRecordings of council meetings must be published on the local government's website or another external website with a link placed on the local government's website.The recording must	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 31 Jul 2026	C121 Emergency Services Levy (ESL) - Option B PaymentOption B Payment Form A (as shown in Schedule 5) is to be completed by local governments that elect to administer the ESL in accordance with Payment Option B. The initial ESL billing	Fire and Emergency Services Act 1998	Due every year on the 31st day of July. Reminders will be sent 1 month before the due date.	Rates	Coordinator Rates and Receivables	0% progress	---	---
Due 31 Jul 2026	C76 Aquatic facility water samplingTwo water samples are to be collected from each water body of each aquatic facility in the district at least once per month	Health (Aquatic Facilities) Regulations 2007	Due every month on the last day of the month. Reminders will be sent 1 month before the due	Public Health and Built Environment	Coordinator Environmental Health	0% progress	---	---
Due 31 Jul 2026	C52 Local Emergency Management CommitteeHold committee meeting quarterly in accordance with the Act	Emergency Management Act 2005	Due every 3 months on the last day of the commencing month. Reminders will be sent 1 month before the due	Rangers	Manager Ranger Services	0% progress	---	---
Due 31 Jul 2026	C111 Review and Update Register of Financial, Proximity and Impartiality InterestsReview and update the register following each Council Meeting. Ensure:• Compliance with s.5.88 and Admin. Reg. 28• Register accurately records all declarations• Declarations...	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 week before the due date.	Governance	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 31 Jul 2026	C20 Report on Elected Member TrainingLG must prepare a report on the training completed by Council members in the previous financial year. CEO must publish the report on the LG's website within one month of the end of the financial...	Local Government Act 1995	Due every year on the 31st day of July. Reminders will be sent 1 month before the due date.	Governance	Executive Assistant to the Mayor & Council Support	0% progress	---	---

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Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 31 Jul 2026	C75 Gift & Travel Register Online - Internal AuditAudit the Register for:Compliance with Admin.Reg.28ARegister accurately records all declarationsDeclaration form complies with disclosure requirements under s.5.82 and s.5.83	Local Government (Administration) Regulations 1996	Due every 2 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Governance	Governance Officer	0% progress	---	---
Due 14 Aug 2026	C78 Local governments to give Valuer-General informationProvide to the Valuer-General schedules of:• building licenses issued• building license works completed• registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978	Due every month on the 14th day of the month. Reminders will be sent 1 month before the due date.	Rates	Coordinator Rates and Receivables	0% progress	---	---
Due 31 Aug 2026	C111 Review and Update Register of Financial, Proximity and Impartiality InterestsReview and update the register following each Council Meeting: Ensure:• Compliance with s.5.88 and Admin. Reg. 28• Register accurately records all declarations• Declarations...	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 week before the due date.	Governance	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 31 Aug 2026	C176 Publish Meeting RecordingRecordings of council meetings must be published on the local government's website or another external website with a link placed on the local government's website.The recording must	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 31 Aug 2026	C87 Long Term Financial Plan - ReviewUpdate the Local Term Financial Plan to include outcomes of Corporate Business Plan Review and report with recommendations to Council	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every year on the 31st day of August. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 Aug 2026	C86 Food Act and Public Health Act ReportingEnforcement agencies must report to the Dep't CEO on performance of functions under Acts. Reporting has been combined and must be submitted online by 31 August.	Food Act 2008Public Health Act 2016	Due every year on the 31st day of August. Reminders will be sent 1 month before the due date.	Public Health and Built Environment	Manager Public Health and Built Environment	0% progress	---	---
Due 31 Aug 2026	C76 Aquatic facility water samplingTwo water samples are to be collected from each water body of each aquatic facility in the district at least once per month	Health (Aquatic Facilities) Regulations 2007	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	Public Health and Built Environment	Coordinator Environmental Health	0% progress	---	---

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Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 31 Aug 2026	C03 Annual budget - Copy to be lodged with DepartmentA copy of the annual budget of a local government must be submitted to the Departmental CEO within 14 days of its adoption by the local	Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of August. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 Aug 2026	C133 List of payments by employees via purchasing cards for JuneList of payments must be prepared each month and presented to council at the next OMC after the list is prepared	Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of August. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 Aug 2026	C152 Monthly Financial Report for JunePrepare a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d).Present at an Ordinary Council meeting...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of August. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 Aug 2026	C164 Financial Position Statement for JunePrepare a monthly financial statement showing the City's financial position at the end of the previous month and compare it with the end of the last financial year. This statement must...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of August. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 Aug 2026	C69 CEO Performance ReviewSchedule Council Meeting/s to undertake the CEO's performance review in accordance with the CEO's contract	Local Government Act 1995	Due every year on the 31st day of August. Reminders will be sent 1 month before the due date.	Governance	Executive Manager Corporate Strategy and Governance	0% progress	---	---
Due 14 Sep 2026	C169 Notify Inspector of Returns not submittedNotify Inspector of Returns not submitted	Local Government Act 1995	Due every year on the 14th day of September. Reminders will be sent 2 weeks before the due date.	Governance	Executive Manager Corporate Strategy and Governance	0% progress	---	---
Due 14 Sep 2026	C33 Register of primary return or annual returns lodged by Councillors/EmployeesRegister to be generated in Attain for all Councillors and Employees who have submitted a Primary or Annual Return since 1 July 2020. Publish register on Organisation website. (see	Local Government (Administration) Regulations 1996	Due every year on the 14th day of September. Reminders will be sent 1 month before the due date.	Governance	Executive Manager Corporate Strategy and Governance	0% progress	---	---
Due 14 Sep 2026	C78 Local governments to give Valuer-General informationProvide to the Valuer-General schedules of:• building licenses issued• building license works completed• registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978	Due every month on the 14th day of the month. Reminders will be sent 1 month before the due date.	Rates	Coordinator Rates and Receivables	0% progress	---	---

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Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 21 Sep 2026	C178 Emergency Services Levy (ESL) - Option B PaymentEmergency Services Levy (ESL) payments are due in accordance with the Option B payment agreement.	Fire and Emergency Services Act 1998	Due every year on the 21st day of September. Reminders will be sent 1 month before the due date.	Rates	Coordinator Rates and Receivables	0% progress	---	---
Due 30 Sep 2026	C18 Elected MembersCheck that Elected Members have not been absent for 3 consecutive meetings without Leave of Absence being granted	Local Government Act 1995	Due every 3 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Governance	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 30 Sep 2026	C111 Review and Update Register of Financial, Proximity and Impartiality InterestsReview and update the register following each Council Meeting: Ensure:• Compliance with s.5.88 and Admin. Reg. 28• Register accurately records all declarations• Declarations...	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 week before the due date.	Governance	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 30 Sep 2026	C176 Publish Meeting RecordingRecordings of council meetings must be published on the local government's website or another external website with a link placed on the local government's website.The recording must	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 30 Sep 2026	C76 Aquatic facility water samplingTwo water samples are to be collected from each water body of each aquatic facility in the district at least once per month	Health (Aquatic Facilities) Regulations 2007	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	Public Health and Built Environment	Coordinator Environmental Health	0% progress	---	---
Due 30 Sep 2026	C50 Roads to RecoveryOnline submission expenditure report and forecast for the next quarter. The Roads to Recovery program is an Australian Government initiative that provides funding directly to local governments to...	---	Due every 3 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Engineering	Manager Engineering	0% progress	---	---
Due 30 Sep 2026	C12 Compliance Calendar Internal AuditReview level of compliance achieved in response to Compliance Calendar Actions. Report to be presented to EMC by 30 September each year. Reporting on compliance achieved in previous calendar	Local Government (Audit) Regulations 1996	Due every year on the 30th day of September. Reminders will be sent 1 month before the due date.	Governance	Coordinator Corporate Strategy & Governance	0% progress	---	---
Due 30 Sep 2026	C47 Financial Interests Register - ReviewReview the Financial Interest Register and remove Primary and Annual Returns that relate to Elected Members who have resigned, and persons who are no longer Designated Employees (resigned	Local Government Act 1995	Due every 2 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Governance	Executive Manager Corporate Strategy and Governance	0% progress	---	---

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2026 Compliance Calendar

Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 30 Sep 2026	C155 List of payments by employees via purchasing cards for JulyList of payments must be prepared each month and presented to council at the next OMC after the list is prepared	Local Government (Financial Management) Regulations 1996	Due every year on the 30th day of September. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 30 Sep 2026	C153 Monthly Financial Report for JulyPrepare a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d).Present at an Ordinary Council meeting...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 30th day of September. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 30 Sep 2026	C165 Financial Position Statement for JulyPrepare a monthly financial statement showing the City's financial position at the end of the previous month and compare it with the end of the last financial year. This statement must...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 30th day of September. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 30 Sep 2026	C172 Prepare Annual Financial Report & Submit to AuditorPrepare Annual Financial Report and submit to the Auditor. Content of Annual Financial Report to comply with FM.Reg.36(1)	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 30th day of September. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 30 Sep 2026	C26 Submit Rebate ClaimsSubmit deferred interest claim to Revenue WA for rates, Pensioner Rebate Claims and ESL deferred claims	Rates and Charges (Rebates and Deferments) Act 1992	Due every year on the 30th day of September. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 30 Sep 2026	C75 Gift & Travel Register Online - Internal AuditAudit the Register for:Compliance with Admin.Reg.28ARegister accurately records all declarationsDeclaration form complies with disclosure requirements under s.5.82 and s.5.83	Local Government (Administration) Regulations 1996	Due every 2 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Governance	Governance Officer	0% progress	---	---
Due 1 Oct 2026	C21 Report on waste plan & Lodge Annual ReturnLGs must submit report on the implementation of their waste planA liable person must make a return in the approved form and lodge it with the CEO on or before 1 October in each year.	Waste Avoidance and Resource Recovery Act 2007Waste Avoidance and Resource Recovery	Due every year on the 1st day of October. Reminders will be sent 1 month before the due date.	Waste and Recycling	Manager Waste and Recycling	0% progress	---	---
Due 4 Oct 2026	C31 Information StatementOrganisation must publish a current Information Statement and Provide a copy to the Information Commissioner as soon as is practicable after the statement is published under section 96.To be...	Freedom of Information Act 1992	Due every year on the 4th day of October. Reminders will be sent 1 month before the due date.	Records	Coordinator Information	0% progress	---	---

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2026 Compliance Calendar

Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 14 Oct 2026	C78 Local governments to give Valuer-General informationProvide to the Valuer-General schedules of:• building licenses issued• building license works completed• registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978	Due every month on the 14th day of the month. Reminders will be sent 1 month before the due date.	Rates	Coordinator Rates and Receivables	0% progress	---	---
Due 31 Oct 2026	C176 Publish Meeting RecordingRecordings of council meetings must be published on the local government's website or another external website with a link placed on the local government's website.The recording must	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 31 Oct 2026	C76 Aquatic facility water samplingTwo water samples are to be collected from each water body of each aquatic facility in the district at least once per month	Health (Aquatic Facilities) Regulations 2007	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	Public Health and Built Environment	Coordinator Environmental Health	0% progress	---	---
Due 31 Oct 2026	C52 Local Emergency Management CommitteeHold committee meeting quarterly in accordance with the Act	Emergency Management Act 2005	Due every 3 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Rangers	Manager Ranger Services	0% progress	---	---
Due 31 Oct 2026	C16 Dog & Cat Registrations DueDog & Cat Registrations Due	---	Due every year on the 31st day of October. Reminders will be sent 1 month before the due date.	---	Manager Ranger Services	0% progress	---	---
Due 31 Oct 2026	C85 Common Seal RegisterReview register ensuring all entries are up to date and compliant with the Act.	Local Government Act 1995	Due every 4 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Governance	Executive Manager Corporate Strategy and Governance	0% progress	---	---
Due 31 Oct 2026	C140 List of payments by employees via purchasing cards for AugustList of payments must be prepared each month and presented to council at the next OMC after the list is prepared	Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of October. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 Oct 2026	C154 Monthly Financial Report for AugustPrepare a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d).Present at an Ordinary Council meeting...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of October. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---

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Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 31 Oct 2026	C166 Financial Position Statement for AugustPrepare a monthly financial statement showing the City's financial position at the end of the previous month and compare it with the end of the last financial year. This statement must...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of October. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 Oct 2026	C111 Review and Update Register of Financial, Proximity and Impartiality InterestsReview and update the register following each Council Meeting: Ensure:• Compliance with s.5.88 and Admin. Reg. 28• Register accurately records all declarations• Declarations...	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 week before the due date.	Governance	---	0% progress	---	---
Due 14 Nov 2026	C78 Local governments to give Valuer-General informationProvide to the Valuer-General schedules of:• building licenses issued• building license works completed• registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978	Due every month on the 14th day of the month. Reminders will be sent 1 month before the due date.	Rates	Coordinator Rates and Receivables	0% progress	---	---
Due 30 Nov 2026	C75 Gift & Travel Register Online - Internal AuditAudit the Register for:Compliance with Admin.Reg.28ARegister accurately records all declarationsDeclaration form complies with disclosure requirements under s.5.82 and s.5.83	Local Government (Administration) Regulations 1996	Due every 2 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Governance	Governance Officer	0% progress	---	---
Due 30 Nov 2026	C47 Financial Interests Register - ReviewReview the Financial Interest Register and remove Primary and Annual Returns that relate to Elected Members who have resigned, and persons who are no longer Designated Employees (resigned	Local Government Act 1995	Due every 2 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Governance	Executive Manager Corporate Strategy and Governance	0% progress	---	---
Due 30 Nov 2026	C141 List of payments by employees via purchasing cards for SeptemberList of payments must be prepared each month and presented to council at the next OMC after the list is prepared...	Local Government (Financial Management) Regulations 1996	Due every year on the 30th day of November. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 30 Nov 2026	C155 Monthly Financial Report for SeptemberPrepare a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d).Present at an Ordinary Council meeting...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 30th day of November. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---

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2026 Compliance Calendar

Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 30 Nov 2026	C167 Financial Position Statement for SeptemberPrepare a monthly financial statement showing the City's financial position at the end of the previous month and compare it with the end of the last financial year. This statement must...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 30th day of November. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 30 Nov 2026	C76 Aquatic facility water samplingTwo water samples are to be collected from each water body of each aquatic facility in the district at least once per month	Health (Aquatic Facilities) Regulations 2007	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	Public Health and Built Environment	Coordinator Environmental Health	0% progress	---	---
Due 30 Nov 2026	C176 Publish Meeting RecordingRecordings of council meetings must be published on the local government's website or another external website with a link placed on the local government's website.The recording must	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 30 Nov 2026	C111 Review and Update Register of Financial, Proximity and Impartiality InterestsReview and update the register following each Council Meeting: Ensure:• Compliance with s.5.88 and Admin. Reg. 28• Register accurately records all declarations• Declarations...	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 week before the due date.	Governance	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 1 Dec 2026	C64 Policy ManualReview Policy Document Register and Review Plan. Provide report to Council	Local Government Act 1995	Due every year on the 1st day of December. Reminders will be sent 1 month before the due date.	Governance	Governance Officer	0% progress	---	---
Due 14 Dec 2026	C78 Local governments to give Valuer-General informationProvide to the Valuer-General schedules of:• building licenses issued• building license works completed• registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978	Due every month on the 14th day of the month. Reminders will be sent 1 month before the due date.	Rates	Coordinator Rates and Receivables	0% progress	---	---
Due 20 Dec 2026	C22 Review Business Continuity PlanReview the plan to ensure it remains functional and is tested against operational requirements.	---	Due every year on the 20th day of December. Reminders will be sent 2 months before the due date.	Governance	Corporate Strategy and Governance Officer	0% progress	---	---
Due 21 Dec 2026	C179 Emergency Services Levy (ESL) - Option B PaymentEmergency Services Levy (ESL) payments are due in accordance with the Option B payment agreement.	Fire and Emergency Services Act 1998	Due every year on the 21st day of December. Reminders will be sent 1 month before the due date.	Rates	Coordinator Rates and Receivables	0% progress	---	---

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2026 Compliance Calendar

Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 31 Dec 2026	C111 Review and Update Register of Financial, Proximity and Impartiality InterestsReview and update the register following each Council Meeting: Ensure:• Compliance with s.5.88 and Admin. Reg. 28• Register accurately records all declarations• Declarations...	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 week before the due date.	Governance	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 31 Dec 2026	C176 Publish Meeting RecordingRecordings of council meetings must be published on the local government's website or another external website with a link placed on the local government's website.The recording must	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	---	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 31 Dec 2026	C18 Elected MembersCheck that Elected Members have not been absent for 3 consecutive meetings without Leave of Absence being granted	Local Government Act 1995	Due every 3 months on the last day of the commencing month. Reminders will be sent 1 month before the due	Governance	Executive Assistant to the Mayor & Council Support	0% progress	---	---
Due 31 Dec 2026	C76 Aquatic facility water samplingTwo water samples are to be collected from each water body of each aquatic facility in the district at least once per month	Health (Aquatic Facilities) Regulations 2007	Due every month on the last day of the month. Reminders will be sent 1 month before the due date.	Public Health and Built Environment	Coordinator Environmental Health	0% progress	---	---
Due 31 Dec 2026	C50 Roads to RecoveryOnline submission expenditure report and forecast for the next quarter. The Roads to Recovery program is an Australian Government initiative that provides funding directly to local governments to...	---	Due every 3 months on the last day of the commencing month. Reminders will be sent 1 month before the due date.	Engineering	Manager Engineering	0% progress	---	---
Due 31 Dec 2026	C04 Annual Report - Prepare, Submit for Acceptance and Publish on WebsiteThe local government is to prepare an annual report for each financial year. To be accepted by Absolute Majority by 31 December.CEO is to publish the annual report on the LG's website within...	Local Government Act 1995Local Government (Administration) Regulations 1996	Due every year on the 31st day of December. Reminders will be sent 1 month before the due date.	Marketing	Executive Manager Communications and Engagement	0% progress	---	---
Due 31 Dec 2026	C142 List of payments by employees via purchasing cards for OctoberList of payments must be prepared each month and presented to council at the next OMC after the list is prepared	Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of December. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---

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2026 Compliance Calendar

Due	Activity	Legislation	Schedule	Area	Position	Status	Outcome	Comments
Due 31 Dec 2026	C156 Monthly Financial Report for OctoberPrepare a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d).Present at an Ordinary Council meeting...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of December. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Due 31 Dec 2026	C168 Financial Position Statement for OctoberPrepare a monthly financial statement showing the City's financial position at the end of the previous month and compare it with the end of the last financial year. This statement must...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Due every year on the 31st day of December. Reminders will be sent 1 month before the due date.	Finance	Manager Financial Services	0% progress	---	---
Total								**167**

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Procedural Note – Confidential Attachments

Prior to consideration of Item 5.5, the Presiding Member, Mr Manifis, advised the Committee that Items 5.5, 5.6 and 5.7 contained confidential attachments.

The confidential attachments were assessed as confidential in accordance with section 5.23(4)(e) of the Local Government Act 1995, being information the making public of which would be likely to endanger the security (including cyber-security) of the local government's property or operations.

Committee Members were reminded that, if they wished to ask questions or raise matters that related specifically to the content of the confidential attachments, and the discussion may involve information falling within section 5.23(4)(e), they were to:

- clearly identify that the discussion related to confidential material; and
- notify the Presiding Member prior to commencing discussion.

The Presiding Member further noted that, if such notification was made, any remaining discussion on the relevant item would be deferred until the Committee had resolved to close the meeting to members of the public in accordance with section 5.23.

5.5 YEAR 3 INTERNAL AUDIT PROGRAM - STATUS AND PROGRESS REPORT

Attachments: **1. Internal Audit Program - Confidential**

RECOMMENDATION:

That the Audit, Risk and Improvement Committee NOTES the status and progress of the three open audits listed in the Year 3 Internal Audit Program at Attachment 1.

COMMITTEE DECISION ITEM 5.5

Moved: Mr Araj, Seconded: Cr Castle

That the recommendation be adopted.

CARRIED (5-0)

For: Mr Araj, Mr Manifis, Mr Isambert, Mayor Xamon and Cr Castle

Against: Nil

(Cr Wheadon was an apology for the Meeting.)

(Cr La Fontaine was an apology for the Meeting.)

ACTION: Administration to report regularly to the Executive Management Committee on the status of the Internal Audit Program, including any amendments to planned timeframes.

5.6 PRIVACY AND RESPONSIBLE INFORMATION SHARING (PRIS) ACTION PLAN AND PROSPOSED PRIVACY AND INFORMATION BREACH POLICY

Attachments:
1. **PRIS Action Plan - Confidential**
2. **PRIS Action Log - Confidential**
3. **Draft Privacy and Information Breach Policy**

RECOMMENDATION:

That Audit, Risk and Improvement Committee NOTES:

1. **the Privacy and Responsible Information Sharing (PRIS) Action Plan, at Attachment 1;**
2. **the ongoing implementation of the City's PRIS actions as detailed in this report; and**
3. **the draft Privacy and Information Breach Policy, at Attachment 3**

Moved: Cr Castle, Seconded: Mr Isambert

That the recommendation be adopted.

Deferral of Discussion – Item 5.6

During discussion of Item 5.6, Mr Araj advised that questions he wished to raise related specifically to the confidential attachments associated with the item.

In accordance with the advice provided by the Presiding Member prior to Item 5.5, the item was deferred for further consideration until the meeting had resolved to move behind closed doors.

5.7 MONTHLY REVIEW OF THE CITY'S CORPORATE RISK REGISTER

Attachments:
1. **Corporate Risk Register - Confidential**
2. **Risk Consequence Breakdown and Rating Justifications - Confidential**
3. **Risk Appetite and Tolerance Statements**
4. **Risk Rating Alignment to Appetite and Tolerance**

RECOMMENDATION:

That the Audit, Risk and Improvement Committee recommends to Council that it:

1. **RECEIVES the City's Corporate Risk Register at Attachment 1.**
2. **APPROVES the proposed updates to the risk management actions for the medium and high risks; and**
3. **NOTES the alignment of Corporate Risks to risk appetite and tolerance ratings**

COMMITTEE DECISION ITEM 5.7

Moved: Mr Araj, Seconded: Mayor Xamon

That the recommendation be adopted.

CARRIED (5-0)

For: Mr Araj, Mr Manifis, Mr Isambert, Mayor Xamon and Cr Castle

Against: Nil

(Cr Wheadon was an apology for the Meeting.)

(Cr La Fontaine was an apology for the Meeting.)

CITY OF VINCENT

RISK APPETITE & TOLERANCE STATEMENTS

Legislation / local law requirements	Regulation 17 of the *Local Government (Audit) Regulations 1996.*
Relevant delegations	Nil.
Related policies, procedures and supporting documentation	Risk Management Policy – establishes the risk management responsibilities of Council and Administration and determines quotative and qualitative assessment criteria. Risk Management Procedure – defines the systems and processes of the City's Risk Governance.

INTRODUCTION

Risk appetite refers to the amount and type of risk that the City is willing to accept or retain in order to achieve its objectives. Risk tolerance, on the other hand, is the specific threshold or level of risk that the City considers acceptable.

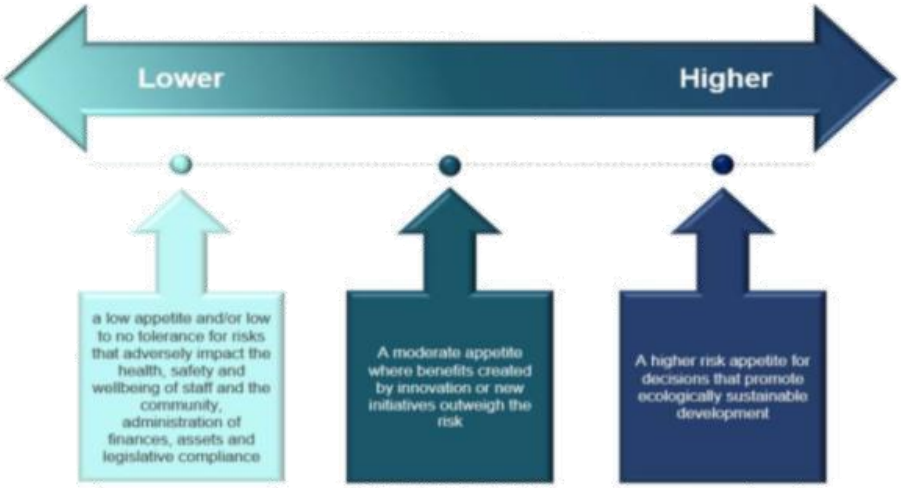
The following statements set boundaries for decision making, ensuring a balance between risk-taking and risk avoidance, and establishes the quantitative and qualitative criteria that determines, classifies, and manages the City's risks.

STATEMENT

The community want us to be a Council and an organisation that is clever, creative, and courageous willing to push the operational boundaries and willing to think and act as an enabler.

We put this into practice in our everyday work and decision making by understanding and managing the risks in being clever and creative but still taking action to meet our strategic goals.

The City seeks to minimise its exposure to key risks relating to people, financial operational and regulatory and compliance responsibilities, while still taking action. We will ensure appropriate measures to mitigate our risks are in place.



CITY OF VINCENT

RISK APPETITE & TOLERANCE STATEMENTS

Detailed Statements and Descriptors

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
Financial Sustainability		
Financially Volatile Decisions	The City has a ***low appetite*** for risk in decision making that impacts financial volatility and sustainability	These are for those decisions not specifically considered below: Based on risk consequence criteria - Risk of loss more than $100,000 (0.035% - 0.17% of operating budget)
Decisions causing Budget Deficiency	The City has a ***low tolerance*** for decisions or actions that result in material deficiency in achievement of budgeted: Surplus Balance sheet ratios Profit and loss ratios Rate of return on investments	Based on risk consequence criteria - Risk of loss or missing budget more than $100,000 (0.035% - 0.17% of operating budget)
Financial Investment & Growth		
Sustainable financial investments	The City has a ***moderate risk appetite*** for investments; investments must support strategic initiatives and financial sustainability. Investments must be aligned with the values and principles of the City.	Investments need to be in line with the City's Corporate Business Plan and Strategic Community Plan.
Forwards, hedges, and derivatives	The City has ***no tolerance*** for investments in forwards, hedges, and derivatives.	Organisations often use financial instruments to manage the risk in commodity and foreign currency. These can be very risky if not appropriately utilised; and the City has chosen not to use these instruments.
Debt for growth	The City has a ***moderate appetite*** to take on risk to fund growth.	This ties into the investment appetite; however specifically considers the use of debt funding. Based on the consequence table, a moderate risk would be in

CITY OF VINCENT

RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		the vicinity $100,001 to $250,000 (0.17% - 0.43% of operating budget).
Specific ratios – *No specific rating given as these are set parameters that the City has determined that it must operate within. Rations (and thresholds) are determined by the State Government.*	The City's debt to service ratio must always be above 5. Total Liabilities **are never** to exceed Total Assets Proposals supporting debt funding **must** be supported by a cash flow analysis that is financially sustainable	The debt to service ratio measures the City's ability to pay its debt. It is calculated by the annual operating surplus (before depreciation and interest), divided by the debt service cost, and is currently 5.092. Financial sustainability for debt funding will need to consider: Free cash flow for monthly, capital or balloon payments Interest cover – refer above for the level of financial risk acceptable Cost of not undertaking project – i.e., repairs and maintenance of the current solution Future cost of new project once implemented – i.e., for a community centre, insurance, licences etc
Business collaboration		
Commercially viable collaboration	The City has a ***moderate risk appetite*** to being more commercially adept and to explore avenues to identify cost efficiency drivers, collaboration with business partners to deliver on objectives through commercially viable arrangements and partnerships.	Within the boundaries of the appetite stated above in respect to investments being within the City's Corporate plans and strategies, the City is willing to consider proposals to use partnerships and contracts to facilitate meeting the City's objectives, where consistent with legislative requirements (*Local Government Act 1995*). Suggestions would include using outside service providers to deliver current services provided by the City more efficiently, i.e., Waste Collection; or working collaboratively with an Arts organisation to set up a

CITY OF VINCENT

RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		festival. Other projects may include working with developers.
3rd party Partner (Contractor) failure	The City has a ***low risk appetite*** for third party partner (contractors) failure.	The City utilises many outside organisations in delivering on its mandate. This low appetite means that even minor or insignificant breaches in contracts or delays in delivery of products and services will be taken seriously. Accordingly, third party risk must be considered before entering into any contract, including reputation of third party, financial viability, audit clauses etc.
Procurement		
Procurement failure	The City has a ***low risk appetite*** for procurement failures that lead to poor value for money or financial loss, poor quality of service; incorrect or substandard products or delayed delivery; wastage of funds or services.	This ties into the above point; and thereby requires appropriate procedures in the procurement process to ensure the required outcomes for the City and appropriate enquiry and planning prior to purchases. Note, appropriate delegations must exist to support this.
	The City has ***zero tolerance*** for procurement decisions that endanger our staff and community.	Procurement decision making must consider the risk of injury or harm to the staff & community of Vincent. An example of this would be allowing the Beatty Park pool to use unregulated or unauthorised chemicals.
Asset & Environment management & sustainability		
Sustainable future for our community	The City supports investments, activities and developments that result in a sustainable future for our community while meeting the current needs of our residents.	There is often a payoff. Proposals need to consider the risks and rewards based on the promises made to the community. This has been envisaged with the City's

CITY OF VINCENT

RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
	It recognises that this may at times involve accepting some degree of risk and is comfortable with this, subject to always ensuring that potential benefits and risks are fully understood before planning is approved and that appropriate measures to mitigate risk are established.	Project Management Framework implementation and future actions.
Ecologically sustainable decisions	The City has a ***high risk appetite*** for ecologically sustainable decisions and a ***high risk appetite*** for decisions that promote ecologically sustainable development.	Activities that favour environmentally conscious actions will more likely be approved than those that don't.
Protecting and preserving the environment	The City is committed to protecting and preserving the environment and has a ***low risk appetite*** for activities that would significantly degrade the environment	The City will act swiftly against actions that are detrimental to the environment.
Resource wastage	The City has a ***low risk appetite*** for irresponsible use of its resources.	
Activities against ratepayer values & ethics	The City has a ***very* low risk appetite** for investments and activities that do not align with the City's values.	The City has set its vision, purpose and guiding values based on the interpretation of those of the community it serves. When entering into new projects, investments and proposals, these values must be considered as one of the key consideration sets.
Activities, structures, projects that present health risk for the community	The City has a ***low risk appetite*** for activities, structures and projects that threaten the health of its community.	The City is committed to ensuring the health and wellbeing of its residents, this must be considered within the activities, projects, and new builds it approves or invests in. Activities that do not align with this will only be approved in exceptional circumstances. An example might be the approval of a Neo-Nazi festival to

CITY OF VINCENT

RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		occur within the City's park space. A multi residential building with no nearby open space may be another example.
Values and Behaviours		
Behaviour or conduct against City values	The City is an equal opportunity employer that employs skilled and experienced employees in positions with clearly defined roles and responsibilities; it has a ***low risk appetite*** for actions and behaviours that threaten the people and organisational capacity.	This sets the City's view on the criticality of its employees and the City culture; accordingly, staff must be selected based on appropriate due diligence and fit for purpose considerations including against the City values. Behaviours and actions of current staff must be measured against their job performance criteria and against the values.
Low individual and team performance	The City places high importance on its values and a culture of integrity in conduct, performance excellence, innovation, equality and diversity, dignity and respect, collegiality, and cultural sensitivity. It has a ***low risk appetite*** for behaviour or conduct which does not meet these standards.	Refer above.
Human Resource		
Behaviour reducing cultural diversity & awareness	The City has a ***low risk appetite*** for practices and behaviours that result in a workforce that is not diverse and culturally aware, be this through recruitment or day to day workplace activities.	Activities and actions to involve and include staff from diverse backgrounds considering culture, age, gender, experience sets etc.
Harm of staff, clients, partners, or visitors	The City has a ***very low risk appetite*** for risk in practices or behaviours that lead to the harm of staff, clients, partners, or visitors in its premises or when undertaking work related activities (within its control and responsibility).	The City's continued focus on OH&S matters, staff and contractor induction support this appetite. All new activities and projects should further consider the impact on the City's community.

CITY OF VINCENT

RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
Breach of code of conduct, ethics, and Law	The City has ***no appetite*** for conduct that is unlawful, unethical, or otherwise breaches the Code of Conduct or reflects misconduct / serious misconduct.	The City's continued program to educate employees on Code of Conduct, accountability and ethical decision making, performance management and misconduct support this appetite.
Health and Safety		
Inadequate & untimely reporting of breach & near-miss incidents	The City has a ***low appetite*** for health and safety risk, and in particular a ***very low tolerance*** for inadequate or untimely remedy and reporting of breach incidents, or near misses.	The City's continued focus on OH&S matters, staff and contractor induction support this level of appetite and tolerance.
Negligent & deliberate violations of health & safety requirements	The City has ***no tolerance*** for negligent, deliberate, or purposeful violations of health and safety requirements.	
Business Service - The City acknowledges that in order to be innovative and nimble that some degree of risk taking is inevitable, however these risks must be considered in light of maintaining continuity of services to our stakeholders.		

CITY OF VINCENT

RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
Disruption to the operation of the business	The City has a very ***low tolerance*** for risks that may result in disruption to the operation of the business. Including loss of statutory services, operational continuity, loss, or lack of documentation of corporate knowledge. These risks will be mitigated and controlled to where the cost of control is equal to the marginal cost of the risk.	Interruption to services has been included in the Consequence criteria. A very low tolerance would be considered where *"Failure of assets / disruption which results in inconvenience but no material service interruption (resolved within one day)."* So, where there is a disruption, for example the phone lines are down, then a solution needs to be found within one day. The cost of this control must also be considered in the action sought.
Loss or lack of documentation of corporate knowledge	The City has a very ***low risk tolerance*** for loss or lack of documentation of corporate knowledge.	In order for the City to continue to provide services to its stakeholders to the degree required, the City must continue to maintain adequate systems and processes that support maintenance of all corporate knowledge.
Governance - The City is committed to best practice governance and practices and behaviours that support ethical, consistent, and informed decision making, compliance with legislation, regulation, and internal and external reporting requirements.		
Breaches in regulations, professional standards, and ethics	The City has a ***very low risk appetite*** for any breaches in regulations, professional standards, and ethics.	There is a low, but not zero appetite for breaches. An example would be the submission of a BAS late due to resource constraints within the City. See specific examples below
Bribery or Fraud	The City has ***no tolerance*** for bribery or fraud.	The City's Code of Conduct, Fraud and Corruption Prevention Plan, and Accountable and Ethical Decision Making Program, detail behaviour standards and handling of unethical fraudulent, dishonest, illegal, or corrupt behaviour. The City will investigate all allegations and take action to the full extent of its capacity.

CITY OF VINCENT

RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
Less than better practice for Governance, Due diligence, Accountability and Sustainability	The City has a ***low risk tolerance*** for less that better practice decision making for governance, due diligence, accountability, and sustainability, as measured by accepted industry standards and practices.	The City's Governance Framework (Framework) supports this tolerance level by defining the systems, policies, processes, and a methodology for ensuring accountability and openness in the conduct of City business. The Framework describes the principles and key roles that guide Council in its decision-making and demonstrates to the community the processes which the City uses to achieve its strategic priorities and undertake its service delivery.
A breach in Delegated Authority	The City has a ***very low risk tolerance*** for breach in delegated authority.	
Poor Project or Change Management	The City has ***low risk tolerance*** for incidents or impacts which are generated by poor project management or change management practices.	The risk consequence level will need to be considered.
Information & Systems management		
Information security preservation	The City has a ***very low appetite*** for information security risk.	Information security is the preservation of the confidentiality, integrity, and availability of information: Confidentiality – information is disclosed only to authorised entities. Integrity – information has been created, amended, or deleted only by authorised individuals. Availability – systems and information are accessible and useable by authorised entities when required.
Threats to personal information	The City has ***no appetite*** for threats to breaches of personal information.	The City will: • Only use personal information provided by an individual for the purposes for which it was collected and for any other authorised use.

CITY OF VINCENT

RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		• Only disclose personal information to third parties (including other authorities) where authorised. Take all necessary measures to prevent unauthorised access or disclosure of personal information.
Deliberate misuse of information	The City has ***no appetite*** for the deliberate misuse of information.	The City's Code of Conduct and IT Acceptable Use Procedure detail behaviour standards and breach handling.
Systems change and development	The City has a ***moderate risk appetite*** for systems change and development where it is within approved strategy, budget, and security procedures.	Systems improvement through change and development comes with an inherent risk factor, accordingly there must be an acknowledgement that for changes to occur some risk must be taken, however appropriate controls and procedures should be in place to manage this risk.
Community Services The City seeks to create a connected community where the City's residents can interact with the built environment and nature to create a vibrant and inclusive place to live, work and play. The City recognises that its purpose is tied to the needs and expectations of its community and in particular the rate payers. In order to meet these needs a certain level of collaboration and co-operation with these stakeholders is beneficial and necessary.		
Community Engagement and Increased Participation	The City has a ***high appetite*** for risks that will drive strong community engagement and increased participation.	The City wishes to match its community desire for high levels of engagement, and this is acknowledged to come with more risk. An example is the BMX track, which was highly desired by the community, but has associated risks.
Constructive Community Consultation	The City has a ***high risk appetite*** to engage in community consultation to deliver on our strategic objectives. This collaboration cannot be to the detriment of ensuring an efficient and effective decision-making process in the spirit	This point was important in driving the high engagement and participation in delivery of the City's objectives. But this should not be used as a lever to

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RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
	of sustainability and achievement of objectives. (See sustainability above)	hinder progress or unnecessarily delay decision making.
Activity risking long-term values or reputation of Council	The City has ***zero risk appetite*** in any activity that will put its long-term values or reputation at risk.	
Failure to meet customer commitments and/or provide appropriate advice and address regulatory concerns	The City has a ***very low risk appetite*** for operational risks arising from failure to meet customer commitments and/or appropriateness of advice.	The City must provide appropriate advice to stakeholders and meet its commitments. The City will promptly take action to address ratepayer/customer complaints and regulatory concerns.
Negotiate with Regulators, State & Federal Government Agencies	The City has a ***high risk appetite*** to consult and negotiate with regulators, State & Federal Government Agencies to achieve the City's objectives.	
Leasing of Community Facilities	The City has a ***moderate risk appetite*** for financial loss in respect to the use of the City's community facilities provided the use is: • in the community interest; and • satisfies a recognised community purpose	This is to ensure we are considering the needs of our community together with the financial impacts of decision making.

RISK APPETITE & TOLERANCE STATEMENTS

CITY OF VINCENT

Strategic Risk Categories	
Finance, procurement & contracts	Risks relating to ensuring reliability and timeliness of financial and other information; as well as ensuring the financial sustainability and viability of the City. Risk of failures in the City's procurement and contract engagement and management processes resulting in business loss or disruption.
Asset Management & sustainability, environment management	Risks associated with investing in, developing and maintaining the City's infrastructure to ensure reliability and to meet its Vision and strategy. Risk of the City's current activities compromising the ability for the future residents meeting their needs. This refers to social and environmental needs. Consideration of both physical and investment actions.
OH&S, employment practices	Risks relating to strategies and systems to maintain a workforce and partnerships that are productive, safe, and diverse as well as an effective and accountable organisational environment. Risks include workforce capability and capacity, including staff, volunteers, contractors, and subcontractors.
Business service disruption:	Risks or events that could cause disruption to services or operations; and/or impair or enhance the delivery of the program or project on time and within budget, or the quality of its outcomes; events that could lead to damage to your reputation, assets or compromise the security of sensitive information.
Governance, misconduct & fraud:	Risks resulting in failure to meet regulatory, compliance and accountability requirements; inadequate or unclear definition of roles and responsibilities; lack of effective and transparent decision-making processes; inadequate control and procedural frameworks; the robustness of any third-party systems and processes.
Information & systems management:	Risks that jeopardise information being authentic, appropriately classified, properly secured, and managed in accordance with legislative and operating requirements. Technology solutions must support strong internal control processes and the development of robust system and process solutions for the management and protection of information assets; and align technology, systems, processes and culture with business strategy and goals.
Community services:	Risks or events that hinder the City's ability to meet the current and changing expectations of the ratepayers and community; including ratepayers'/customers' expectations of providing efficient, considerate, and cost-effective services; building positive and collaborative relationships and outcomes for the City.

RISK APPETITE & TOLERANCE STATEMENTS

CITY OF VINCENT

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Initial Council Adoption	17/03/2020
Previous Title	N/A
Reviewed / Amended	12/12/2023 OMC Item 12.4
Next Review Date	12/2025 In accordance with clause 4 of the Risk Management Policy, Statements are to be review within three months of each ordinary local government election.

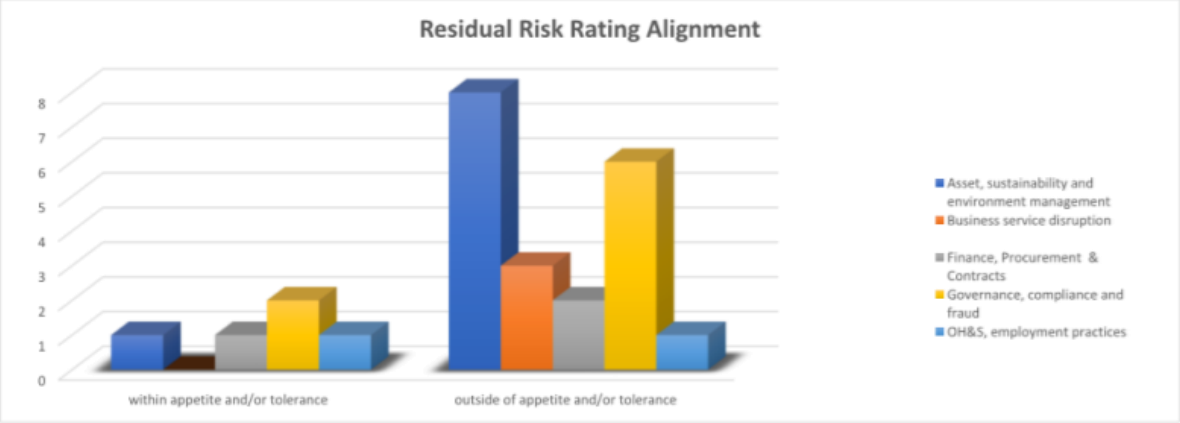
Corporate Risk Rating Alignment to Appetite and Tolerance

ID Key	Risk Title
ID 1	Supplier / contract management
ID 2	Financial stability, sustainability & reporting
ID 3	Procurement
ID 4	Inadequate asset management
ID 5	Aging / unsafe assets (Leederville Oval grandstand)
ID 6	Aging / unsafe assets (Beatty Park grandstand)
ID 7	Service delivery - 'Industry Education and Enforcement' Health Services
ID 8	Management of Vincent Underground Power Project (VUPP)
ID 9	Reduced Urban Tree Canopy Coverage
ID10	Increased Safety Hazards from Tree Limb Failures
ID11	Long-term financial impacts of PSHB
ID12	Reputational Damage due to PSHB
~~ID 13~~	~~Safety and security practices for staff (- February 2026~~
ID 14	Disaster Recovery Plan & Business Continuity Management for BPLC
ID 15	Cyber Security
ID 16	Business Continuity through workforce retention
ID 18	Corporate governance / legislative compliance
ID19	Workplace Health, Safety and Wellness Compliance (* February 2026)
ID 20	Privacy and Responsible Information Sharing Act (PRIS) Compliance (* February 2026)
ID FIFR2	Fraudulent Invoicing
~~ID HRFR5~~	~~Fraudulent deception in recruitment and selection processes (- February 2026)~~
ID IFR1	Fraudulent disclosure of confidential information
~~ID MFR3~~	~~Sale of Council Land or Assets (- February 2026)~~
ID PRFR2	Fraudulent procurement practices
ID PRFR4	Fraudulent contract management by employee

Legend			
	Residual rating within appetite and/or tolerance	"+"	new risk (introduced in the last 12 months)
	Residual rating outside of appetite and/or tolerance	"-"	risk rating has decreased in last 6 months
	Post RMA rating within appetite and/or tolerance	"+"	risk rating has increased in last 6 months
	Post RMA rating outside of appetite and/or tolerance		

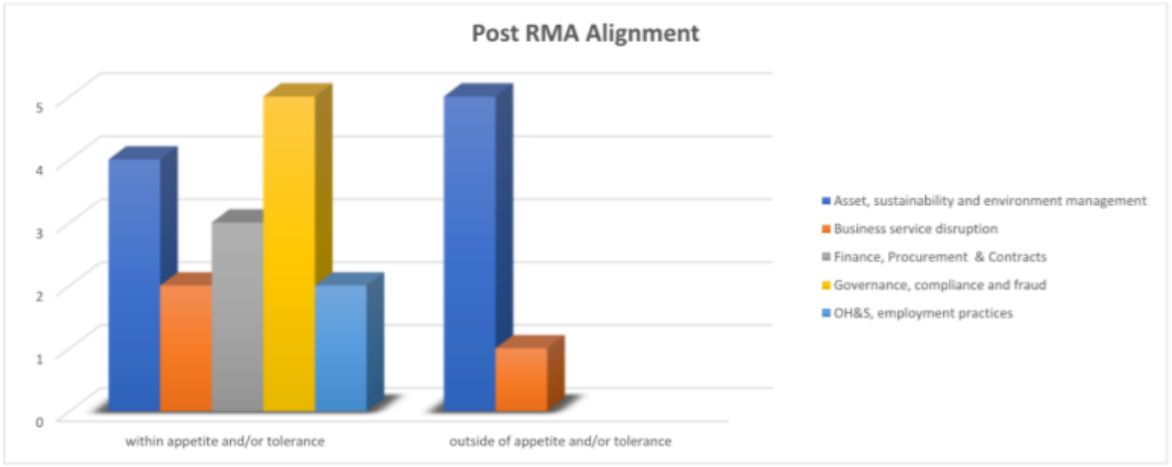
Residual rating alignment is detailed below:

Residual Rating Alignment	Asset, sustainability, and environment management	Business service disruption	Finance, Procurement & Contracts	Governance, compliance, and fraud	OH&S, employment practices	Grand Total
within appetite and/or tolerance	1	0	1	2	1	5
outside of appetite and/or tolerance	8	3	2	6	1	20
	9	**3**	**3**	**8**	**2**	**25**



Post RMA alignment is detailed below:

Post RMA Alignment	Asset, sustainability, and environment management	Business service disruption	Finance, Procurement & Contracts	Governance, compliance, and fraud	OH&S, employment practices	Grand Total
within appetite and/or tolerance	4	2	3	8	2	19
outside of appetite and/or tolerance	5	1	0	0	0	6
	9	**3**	**3**	**8**	**2**	**25**



6 GENERAL BUSINESS

6.1 PRESENTATION OF THE ORGANISATIONAL PERFORMANCE PROGRAM

Administration provided an overview of the 2025 review of the Organisational Performance Program (OPP), highlighting updates to the program structure and the ongoing focus on improving service delivery across the City of Vincent.

The review outlined enhancements such as new team-specific surveys, updated KPIs, and updated program structure to better align with outcomes. It also reflected on key challenges raised through management reviews and confirmed that overall capability and maturity levels have continued to trend positively across the organisation.

7 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED

The following reports have been assessed as confidential in accordance with section 5.23(4)(e) of the *Local Government Act 1995*, being:

Information which would be likely to endanger the security of any of the local government's property or operations.

PROCEDURAL MOTION

Moved: Mr Isambert, Seconded: Cr Castle

Pursuant to Section 5.23(4)(e) of the *Local Government Act 1995* and clause 2.14 of the Meeting Procedures Local Law 2008, the Committee proceeds "behind closed doors" to consider the confidential attachment and reports.

CARRIED UNANIMOUSLY (5-0)

(Cr Wheadon was an apology for the Meeting.)

(Cr La Fontaine was an apology for the Meeting.)

At 5.15pm the meeting closed to member of the public for consideration of the confidential matters.

There were no members of the public present.

5.6 PRIVACY AND RESPONSIBLE INFORMATION SHARING (PRIS) ACTION PLAN AND PROSPOSED PRIVACY AND INFORMATION BREACH POLICY

Attachments:
1. **PRIS Action Plan - Confidential**
2. **PRIS Action Log - Confidential**
3. **Draft Privacy and Information Breach Policy**

RECOMMENDATION:

That Audit, Risk and Improvement Committee NOTES:

1. **the Privacy and Responsible Information Sharing (PRIS) Action Plan, at Attachment 1;**
2. **the ongoing implementation of the City's PRIS actions as detailed in this report; and**
3. **the draft Privacy and Information Breach Policy, at Attachment 3**

COMMITTEE DECISION ITEM 5.6

Moved: Cr Castle, Seconded: Mr Isambert

That the recommendation be adopted.

CARRIED (5-0)

For: Mr Araj, Mr Manifis, Mr Isambert, Mayor Xamon and Cr Castle

Against: Nil

(Cr Wheadon was an apology for the Meeting.)

(Cr La Fontaine was an apology for the Meeting.)

ACTION: Administration to review the *Privacy and Responsible Information Sharing Act 2024* to determine the relevant provisions for privacy impact assessments and incorporate any identified requirements into the City's policies, procedures and Project Manegement Framework.

PRIVACY AND INFORMATION BREACH POLICY

Legislation / local law requirements	*Privacy and Responsible Information Sharing Act 2024* *Privacy and Other Legislation Amendment Act 2024* *State Records Act 2000* *Freedom of Information Act 1992* *Public Interest Disclosure Act 2003* *Local Government Act 1995*
Relevant delegations	Nil.
Related policies, procedures and supporting documentation	Freedom of Information Requests Policy (CM D22/129721) ICT Incident (including Cyber) Management Plan (CM D24/66658) ICT Information Classification Procedure (CM D23/105358) Information Security Management System (ISMS) (CM D24/66668) Record Keeping Plan (CM D16/94546) Records Management Services Policy and Procedure Manual (CM D21/190477)

PURPOSE

The City of Vincent (City) views privacy compliance as an integral part of its commitment to accountability and integrity. The City values the privacy of its customers and stakeholders and is committed to upholding the highest standards of information privacy in alignment with the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act).

The purpose of this Policy is to provide clear and consistent guidelines to support the City in handling personal information responsibly, lawfully, and transparently. The Policy will ensure the City takes reasonable steps to protect the information it handles from misuse and loss and from unauthorised access, modification, or disclosure.

OBJECTIVE

This policy details the types of personal information the City collects, what it's used for and how it's stored, and the measures in place to prevent and respond to information breaches.

SCOPE

This policy applies to all City employees, Council Members, and individuals engaged to perform work on behalf of the City, including:

- contractors and consultants,
- temporary labour and service providers,
- volunteers, and
- third-party providers.

The City requires all contracted service providers to comply with this policy.

PRIVACY AND INFORMATION BREACH POLICY

DEFINITIONS

Contracted Service Provider refers to a party to a services contract who provides services to or on behalf of an outsourcing entity under the contract, or a person who is a direct or indirect subcontractor of the party for the purposes of the services contract.

Council Member: a person who is currently serving a term of office as an elected member of the Council in accordance with the *Local Government Act 1995*.

De-identified information means personal data that has been modified or processed in such a way that the identity of an individual is no longer apparent and cannot reasonably be determined from the information.

Information Breach means unauthorised access to information, or unauthorised disclosure of information, or loss of information.

Information Sharing Agreement refers to the agreement or mechanism between entities to share information under the PRIS Act.

Personal Information means personal information as defined in section 4 of the PRIS Act.

Sensitive Personal Information means sensitive personal information as defined in section 4 of the PRIS Act.

POLICY POSITION

The City takes reasonable steps to protect personal information by preventing misuse, loss, unauthorised access, re-identification, modification, or unauthorised disclosure.

POLICY

1. Collection

The City collects personal information only when necessary to fulfil its functions, meet statutory obligations, deliver services, and support day-to-day operations.

This includes, but is not limited to, the following:

- Email, written, online and in person requests, applications, submissions, complaints, feedback and general enquiries related to the delivery of City services.
- Employment details during recruitment, onboarding and throughout employment.
- Video or audio call recordings for monitoring responses, training and quality assurance.
- Data from third-party platforms and cloud services supporting City operations.
- CCTV footage for safety, security, and operational purposes in public spaces.
- Location data and device identifiers, from City-approved websites and mobile apps.
- Community surveys, including details voluntarily provided for planning and policy development.
- Website analytics and cookies, including on the City's digital platforms to personalise content and improve user experience.

PRIVACY AND INFORMATION BREACH POLICY

- Procurement details, including the collection of information from suppliers and contractors through the City's procurement systems.
- Inter-agency collaboration details, to support the delivery of joint initiatives.

1.1 Conditions of Collection

The City will only collect personal information when:

- it is necessary for the City's core functions (primary purpose),
- it relates to other City functions that the individual would reasonably expect (secondary purpose),
- it is authorised by law,
- the individual has provided consent, or
- it is required for research conducted in the public interest.

1.2 Use and Disclosure

The City uses personal information for the purpose for which it was collected. The City may also use information for another purpose when:

- the person would reasonably expect this use (secondary purpose),
- the person has given consent,
- the law requires or permits it,
- it is needed to prevent serious harm or protect safety,
- it is needed to investigate unlawful activity,
- it is needed to develop, maintain or improve our services, technology or customer experience, or
- it is needed for research in the public interest, where people cannot be identified and it is not practical to get consent.

The City will not disclose personal information to third parties without the individual's consent, unless:

- the person would reasonably expect the disclosure because it is related (or, if sensitive, directly related) to the reason the information was originally collected, or
- the disclosure is with an organisation or government agency that funds or arranges services for the individual, or
- it is required or permitted by law,
- it is necessary to address an imminent and serious risk to an individual's life, health, or safety, or
- it is in accordance with a formalised Information Sharing Agreement.

To support its operations and service delivery, the City may share personal information with contracted service providers or other government entities, for the purpose of:

- conducting community consultation or research,
- delivering goods, infrastructure, or services, or
- collaborating with other government entities, including local, state, or federal agencies, where required to deliver services or where an Information Sharing Agreement is in place.

PRIVACY AND INFORMATION BREACH POLICY

When sharing or accessing data with third parties, the City must comply with the conditions in any agreements, licences, or memoranda of understanding. These agreements govern how State and Federal agencies, including WA Police, use and access specific data resources.

Where a contracted service provider stores personal information, the City requires that party to comply with this policy.

2. Information Quality

The City cannot guarantee that the personal information it holds is accurate, for reasons including errors, omissions, and information becoming outdated over time.

However, the City will take all reasonable steps, as appropriate in the circumstances, to ensure accuracy and completeness of personal information upon collection or before it is shared.

3. Information Security

Personal information is stored in on-premises and cloud-based systems.

Where cloud services are used, they are hosted in Australia and must comply with Australian privacy laws and contracted information security requirements.

Controls will be implemented to protect the information the City holds, including:

- multi-factor authentication;
- access controls;
- endpoint detection and response (EDR);
- encryption of data at rest and in transit;
- regular security patching and vulnerability management;
- a managed Security Information and Event Management (SIEM) service; and
- ongoing cybersecurity awareness training for staff.

The City will ensure that personal information is not kept any longer than necessary or destroyed or de-identified in line with accepted document disposal schedules and the City's Recordkeeping Plan.

4. Access and Correction

Individuals have the right to request access to their personal information held by the City and to seek correction if the information is inaccurate, incomplete, or out of date.

All requests will be managed in accordance with the City of Vincent Customer Service Charter.

Requests to access or correct personal information held by the City must be submitted in writing to:

Chief Executive Officer
City of Vincent
PO Box 82
Leederville WA 6902

Or via email to: **mail@vincent.wa.gov.au**

PRIVACY AND INFORMATION BREACH POLICY

CITY OF VINCENT

Where access to personal information is sought, individuals may be required to submit a formal Freedom of Information (FOI) request. Where access is refused, the City will provide written reasons and inform the individual of their right to seek review.

5. Unique Identifiers

Unique identifiers (such as driver's licence numbers) will only be collected if it is:

- necessary to carry out the City's official functions, or
- required by law.

When unique identifiers are collected, the City ensures they are handled securely and used only for their intended purpose.

6. Anonymity

Where it is lawful and practical, the City of Vincent will give individuals the option to remain anonymous or use a pseudonym when interacting with the City.

This may apply to general enquiries, feedback, or participation in surveys where personal identification is not required.

In some cases, providing personal information may be necessary to deliver services or respond to specific requests.

7. Automated Decision Making

The City may use automated decision-making to support minor decisions involving personal information to streamline services and enhance the customer experience, such as during the review of application assessments or routing of customer queries and requests.

Automated decision-making does not replace human decision-making for significant or high-risk decisions.

8. Disposal & De-identification

The City will securely and permanently destroy or de-identify personal information when it is no longer needed by law.

Disposal is conducted in a manner that ensures complete destruction of personal information, making it irretrievable.

8.1 Protection of de-identified information

The City will document all de-identification processes and ensure that de-identified data is handled securely.

Digital records are de-identified appropriately before disposal, such as when decommissioning devices or systems.

PRIVACY AND INFORMATION BREACH POLICY

CITY OF VINCENT

8.2 Retention of Documents

Copies of proof-of-identity documents will not be retained unless required. Instead, a record of sighting will be created.

Unsolicited copies will be destroyed immediately.

9. Information Breaches

The City will conduct regular security assessments to detect and prevent data misuse or loss. If an information breach occurs, the City will investigate the extent of the incident and ensure appropriate containment and mitigation measures are applied.

9.1 Employee Responsibilities

The City requires all employees to immediately report any actual or suspected privacy breach, cyber incident, unauthorised access, disclosure, or loss of personal information to the Privacy Officer.

9.2 Mandatory Reporting

The City will comply with mandatory information breach reporting requirements when they commence under the PRIS Act. Where applicable, the City will notify the WA Information Commissioner and relevant law enforcement agencies.

9.3 Information Breach Prevention

The City will take proactive steps to reduce the risk of information breaches, including:

- Ongoing monitoring of systems,
- Regular security assessments,
- Maintaining effective information security controls, and
- Providing regular privacy and security training for staff.

9.4 Information Breach Response Process

If a breach occurs, the City will follow its Information Breach Response Plan by:

- Containing the breach,
- assessing the impact,
- notifying affected parties (if required), and
- preventing future occurrences.

The Privacy Officer is responsible for determining whether notification is required and identifying who needs to be notified.

PRIVACY AND INFORMATION BREACH POLICY

CITY OF VINCENT

All information breaches will be recorded in the City's Information Breach Register. Information recorded includes:

- The type of breach (e.g. unauthorised access, disclosure, or loss),
- Whether personal information was affected,
- Assessment outcomes (if the breach meets the notifiable definition),
- Details of who was notified and when (e.g. affected individuals or the Information Commissioner),
- Actions taken to reduce harm and prevent recurrence, and
- The estimated impact or cost of the breach.

9.5 Complaints

Complaints of alleged interferences with personal information may be made to the City. This may include unauthorised access, loss or disclosure of personal or sensitive personal information.

All complaints will be managed in accordance with the City of Vincent Customer Service Charter.

Complaints must be submitted in writing to:

Chief Executive Officer
City of Vincent
PO Box 82
Leederville WA 6902

Or via email to: mail@vincent.wa.gov.au

OFFICE USE ONLY	
Responsible Officer	Executive Manager Information and Communication Technology, Executive Manager Corporate Strategy and Governance
Initial Council Adoption	DD/MM/YYYY
Previous Title	Policy No: 4.1.31 Privacy Management
Reviewed / Amended	DD/MM/YYYY
Next Review Date	MM/YYYY

7.1 USE OF ARTIFICIAL INTELLIGENCE

Attachments:
1. **AI Readiness Assessment Report**
2. **AI Readiness Action Plan**
3. **ICT Artificial Intelligence (AI) Procedure**

RECOMMENDATION:

That the Audit, Risk and Improvement Committee:

1. **NOTES the update on the use of Artificial Intelligence at the City**
2. **NOTES the AI Readiness Assessment Report at Attachment 1**
3. **NOTES the AI Readiness Action Plan at Attachment 2**
4. **NOTES the draft ICT Artificial Intelligence (AI) Procedure at Attachment 3**

COMMITTEE DECISION ITEM 7.1

Moved: Cr Castle, Seconded: Mr Isambert

That the recommendation be adopted.

CARRIED (5-0)

For: Mr Araj, Mr Manifis, Mr Isambert, Mayor Xamon and Cr Castle

Against: Nil

(Cr Wheadon was an apology for the Meeting.)

(Cr La Fontaine was an apology for the Meeting.)

7.2 CYBER SECURITY RESILIENCE UPDATE

Attachments: 1. ICT Training and Awareness Plan

RECOMMENDATION:

That the Audit, Risk and Improvement Committee:

1. **NOTES the Cyber security resilience update**
2. **NOTES the Draft ICT Training and Awareness Plan at Attachment 1**

COMMITTEE DECISION ITEM 7.2

Moved: Cr Castle, Seconded: Mr Isambert

That the recommendation be adopted.

CARRIED (5-0)

For: Mr Araj, Mr Manifis, Mr Isambert, Mayor Xamon and Cr Castle

Against: Nil

(Cr Wheadon was an apology for the Meeting.)

(Cr La Fontaine was an apology for the Meeting.)

7.3 REVIEW OF THE CITY'S AUDIT LOG

Attachments: **1. Audit Log - Confidential**

RECOMMENDATION:

That the Audit, Risk and Improvement Committee recommends to Council that it NOTES the status of the City's Audit Log at Attachment 1.

COMMITTEE DECISION ITEM 7.3

Moved: Mayor Xamon, Seconded: Mr Isambert

That the recommendation be adopted.

CARRIED (5-0)

For: Mr Araj, Mr Manifis, Mr Isambert, Mayor Xamon and Cr Castle

Against: Nil

(Cr Wheadon was an apology for the Meeting.)

(Cr La Fontaine was an apology for the Meeting.)

ACTION: Administration to report monthly to the Executive Management Committee on all Audit Log actions with risk ratings of medium and above that have been outstanding for more than 12 months.

PROCEDURAL MOTION

Moved: Mayor Xamon, Seconded: Mr Isambert

That the committee resume an "open meeting".

CARRIED UNANIMOUSLY (5-0)

(Cr Wheadon was an apology for the Meeting.)

(Cr La Fontaine was an apology for the Meeting.)

At 6.13pm the meeting re opened to the public.

There were no members of the public present.

8 NEXT MEETING

3 June 2026

9 CLOSURE

There being no further business the meeting closed at 6.15pm.

These Minutes were confirmed at the 3 June 2026 meeting of the Audit, Risk and Improvement Committee as a true and accurate record of the Audit, Risk and Improvement Committee meeting held on 25 February 2026.

Signed: Mr Conley Manifis

Dated

CITY OF VINCENT

AUDIT, ~~AND~~ RISK AND IMPROVEMENT COMMITTEE

TERMS OF REFERENCE

1. OBJECTIVES

The Audit, ~~and~~ Risk and Improvement Committee (**Committee**) provides advice and assists the Council of the City of Vincent (**City**) to fulfil its governance and oversight responsibilities in relation to financial reporting, risk management, internal controls, legislative compliance, ethical accountability, and the internal and external audit functions.

2. POWERS

- The role of the Committee is prescribed by the *Local Government Act 1995* and *Local Government (Audit) Regulations 1996*.
- The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government.
- The Committee is a formally appointed committee of the Council and is responsible to the Council.
- The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility.
- The Committee does not have any management functions and cannot involve itself in management processes or procedures.

3. MEMBERSHIP

- The Committee shall comprise up to seven members, consisting of:
  - up to three external independent members; and
  - Council Members from the City. At least three members and the majority of the Committee members are to be Council Members.
- External independent members will be selected based on the following criteria:
  - a demonstrated high level of expertise and knowledge in financial management, reporting, governance, and audit; and
  - relevant skills and experience in providing independent expert advice.
- An external independent member ~~will be a person~~is not a council member of any local government, ~~with~~ has no operating responsibilities with the City, ~~nor will that person~~and does not provide paid services to the City either directly or indirectly.
- Appointments of external independent persons will be made following a public advertisement. The evaluation of potential members will be reviewed by the CEO and appointments will be approved by Council.
- Council may terminate the appointment of any member prior to the expiry of his/her term, if:
  - the Chairperson considers that the member is not making a positive contribution to the ~~C~~committee; or
  - the member is found to be in breach of the City's Code of Conduct or a serious contravention of the *Local Government Act 1995*; or
  - a member's conduct, action or comments brings the City of Vincent into disrepute.
- The City will provide new members with an induction

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- The CEO will appoint a Chief Audit Executive (**CAE**) to be responsible for internal audit and communication with the ~~Audit~~ Committee. The CAE must be independent of management of the financial functions. The CAE is not a member of the ~~Audit~~ Committee. The CAE has the following functions:
  - communicates with the ~~Audit~~ Committee;
  - manages the induction of new members and any training during the membership term;
  - provides refresher training to the Committee on the *Local Government Act 1995* and key legislation impacting the City;
  - facilitates an annual briefing to the Committee by the CEO on City's Strategy, progress of key initiatives, and external events impacting the City (e.g., new regulation, macro-economic factors, etc.);
  - oversees the internal audit program and provides updates to the ~~Audit~~ Committee;
  - prepares a forward agenda for the Audit Committee meetings each year; and
  - provides updates on any external or performance audits or emerging issues.
- The CAE, CEO and any other staff as requested by the CAE will attend meetings to provide advice and guidance to the C~~c~~ommittee, however the CAE, CEO and any other staff are not members of the Committee.
- The City shall provide secretarial and administrative support to the Committee.
- Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections.
- Members will be eligible for reappointment.
- Members will be entitled to receive reimbursement of reasonable expenses.
- Members will be provided with appropriate training and professional development to be determined by the Committee and provided that adequate funds are available in the Council budget for this purpose.
- Members will annually acknowledge the City's Code of Conduct.

4. CHAIRPERSON

- The position of Chairperson shall be appointed by a vote of the Committee following a call for nominations for the position;
- The Chairperson shall be appointed for a period of not more than two years, after which a new process of appointment shall occur;
- A Chairperson may be reappointed; and
- The Chairperson shall not be the Mayor or a Council Member of any local government.
- The Committee may appoint a ~~Council Member as~~ deputy Chairperson to serve in the absence of the Chairperson. The deputy Chairperson must not be a Council Member of any local government. The deputy Chairperson shall be appointed for a period of not more than two years, after which a new process of appointment shall occur. A deputy Chairperson may be reappointed.
- The Chairperson shall facilitate an annual self-assessment of the Committee's performance.

5. MEETINGS

- The Committee shall meet approximately every three months and more regularly as required at the discretion of the Chairperson.
- An annual forward agenda will be prepared and approved by the Committee each year to govern the matters to be discussed at each meeting.
- The agenda for each meeting will be provided to the Committee members one week prior to the meeting.

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CITY OF VINCENT

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- A quorum will be in accordance with section 5.19(1) of the *Local Government Act 1995* which is at least 50% of the number of offices (whether vacant or not) of members of the committee and will include, where possible, at least one external independent member. The quorum must be in place at all times during the meeting.
- Decisions of the Committee are to be made by a simple majority.
- Meetings of the Committee are to be open to members of the public in accordance with section 5.23 of the *Local Government Act 1995*.The Committee may resolve to close part of a meeting in accordance with section 5.23(2)–(4), with reasons recorded in the minutes.

6. REPORTING

- Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council.

7. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Committee will be to advise the Council, including by recommending actions and improvements, on all matters relating to:

- Financial Reporting & External Audit (OAG)
- Internal Audit Activities
- Risk Management and Internal Control
- Ethics and Compliance

In addition, the Committee will respond to requests from Council for advice that are within the parameters of the committee's terms of reference.

Detailed Duties and Responsibilities are set out in Annexure 1.

8. DELEGATED AUTHORITY

In accordance with section 7.1B of the *Local Government Act 1995*, the only powers and duties that can be delegated to a committee are any of the powers and duties of the local government under Part 7 of the Act; that is, those relating to audit. The Committee cannot on-delegate the powers and duties delegated to it.

Council has not delegated any of its powers or duties to the Audit Committee.

9. BI-ANNUAL REVIEW OF THE AUDIT COMMITTEE TERMS OF REFERENCE

The Committee will ensure that this Terms of Reference complies with relevant legislative and regulatory requirements and will propose amendments when necessary to ensure that it accurately reflects the Committee's current role and responsibilities.

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CITY OF VINCENT

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The Committee will review this Terms of Reference bi-annually at the first meeting of the calendar year, following each ordinary local government election, to align with the appointment of new Committee members.

10. PAYMENT TO INDEPENDENT COMMITTEE MEMBERS

Payment to Independent Committee Members remains subject to Council discretion and budget provision ~~shall be the maximum permissible amount~~ in accordance with Section 5.100 of the *Local Government Act 1995*:

***5.100 Fees paid and expenses reimbursed to committee members**:*

(2) A committee member who attends a meeting of the committee is entitled to be paid —

*(a) the fee **determined*** for attending a committee meeting; or*

(b) if the local government has set a fee within the range determined for committee meeting attendance fees — that fee.

***determined** means determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.*

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CITY OF VINCENT

AUDIT, ~~AND~~ RISK AND IMPROVEMENT COMMITTEE

ANNEXURE 1: DETAILED DUTIES AND RESPONSIBILITIES OF THE COMMITTEE

This Annexure should be read in conjunction with Section 7: Duties and Responsibilities in the Committee's terms of reference:

Financial Reporting & External Audit (OAG)

- Review the OAG's audit plan (audit planning memorandum) including view of significant accounts and fraud risk.
- Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
- Obtain a briefing by CFO of significant accounting policies and significant judgements made in preparing the financial statements.
- Meet with the external auditor at least once in each year, prior to the auditor meeting with Council in accordance with section 7.12(A)(2) of the *Local Government Act 1995*, to ensure that:
  - The external auditor is supported in carrying out his or her other duties under the *Local Government Act 1995;* and
  - the audit is conducted successfully and expeditiously.
- Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
- Examine the reports of the auditor after receiving a report from the CEO on the matters and:
  - determine if any matters raised require action to be taken by the local government; and
  - ensure that appropriate action is taken in respect of those matters.
- Review the local government's draft annual financial report, focusing on:
  - accounting policies and practices
  - changes to accounting policies and practices
  - the process used in making significant accounting estimates
  - significant adjustments to the financial report (if any) arising from the audit process
  - compliance with accounting standards and other reporting requirements.
  - significant variances from prior years.
- Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
- Oversee the implementation of any action arising from an audit that the City is required to take; or has stated it has taken or intends to take; or has accepted should be taken.

Internal Audit Activities

- Recommend to Council
  - the appointment of the internal audit service provider - where this is sourced externally and not conducted in-house.
  - the internal audit plan along with aspects of coordination with the external auditor's plan and those of other assurance providers.
  - any changes to the proposed annual internal audit plan
  - the internal audit program along with any changes to the internal audit program

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- Review the level of resources allocated to internal audit and the scope of its authority.
- Review of the internal audit activities, progress against the plan, and internal audit reports issued during the period
- Review and recommend changes (if any) to the internal audit program.
- Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO.
- Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised. • Meet with the internal audit service provider every six months.
- Provide feedback on the performance of the internal audit service provider to Council and the CAE.

Risk Management and Internal control

- Review the City's Corporate Risk Register.
- Review of the City's risk management processes and activities (including Risk Management Policy and Appetite Statements).
- Review business continuity planning arrangements for the City including whether business continuity and disaster recovery plans have been periodically reviewed and tested.

Ethics and Compliance

- Review the City's response to Public Sector Commission Integrity Surveys.
- Review adequacy of procedures for the confidential, anonymous submission by employees regarding possible fraud or irregularities.
- Review the City's fraud risk management programs and plans.
- Review the status of any fraud investigation reports.
- To monitor and advise the CEO when the CEO is carrying out functions in relation to a review under *Local Government (Audit) Regulations 1996* regulation 17(1) and the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- Review the City's annual Compliance Audit Return and report to the Council the results of that review.

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CITY OF VINCENT

AUDIT, ~~AND~~ RISK AND IMPROVEMENT COMMITTEE

OFFICE USE ONLY	
Document Control	
Initial Council Adoption	15/09/2020 - D20/165439
Reviewed / Amended	Reviewed by Audit ~~COmmittee~~Committee 07/12/2023, Approved by Council 12/12/2023, Reviewed by Audit, Risk and Improvement Committee on 25/02/2026, Approved by Council XX/XX/2026
Next Review Date	~~2025~~ As required by legislation
Document Responsibilities	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Compliance Requirements	
Legislation	*Local Government Act 1995* *Local Government (Administration) Regulations 1996*
Industry	Department of Local Government, Industry Regulation ~~Sport~~ and Safety~~Cultural Industries, Local Government~~ Operational Guidelines ~~Number 9 Audit in Local Government~~ The Office of the Auditor General (OAG) - Audit Committees — Better Practice Guide

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8.5 GOVERNANCE FRAMEWORK REVIEW

Attachments:
1. **Draft Governance Framework - clean version**
2. **Draft Governance Framework - tracked changes**

RECOMMENDATION:

That Council:

1. **ADOPTS the updated Governance Framework, in its draft form at Attachment 1; and**

2. **NOTES that final editorial, design and formatting of the document will be determined by the Chief Executive Officer prior to publication.**

PURPOSE OF REPORT:

To present the review of the Governance Framework and seek approval of the updated Framework at **Attachment 1**.

DELEGATION:

The Governance Framework is a consolidation of legislative requirements applicable to Council members. While not a statutory document, it is presented to Council for adoption as a way of Council Members acknowledging their responsibilities to uphold governance in the performance of their functions.

BACKGROUND:

Council at its meeting 18 August 2020 adopted the City's first Governance Framework (Framework).

The Framework highlights the City's commitment to providing good governance by defining systems, policies, processes, and a methodology for ensuring accountability, probity and openness in the conduct of City business.

The Framework is to be reviewed after each ordinary local government election in consultation with Elected Members, ensuring new Elected Members have an opportunity to be involved. The outcome of the review and any proposed amendments are to be presented to Council for adoption within four months of each election.

DETAILS:

Administration has completed a review of the Framework. A "tracked changes" version of the Framework has been provided at **Attachment 2**.

The table below presents a summary of the proposed amendments:

Section	Action	Comment
Governance Principles (What is Governance / Governance Principles)	Updated to remove reference to the CPA Australia *Excellence in Governance in Local Government (2007)* publication and clarify the City's governance principles.	The Governance Principles section has been simplified to remove references to outdated external publications and to clearly articulate the City's five governance principles as a contemporary framework for good governance. The amendments improve clarity and alignment with current Western Australian local government practice, without changing the principles themselves.
Principle 1 Culture and Vision		
– Organisational Structure and Organisational Objectives	Organisational Structure and Organisational Objectives updated to current information as of December 2025.	Structure updated to reflect current management roles, and business unit objectives updated to reflect information collected through the recent Service Delivery Review Program.
1.1.3 Ethical Standards & the Code of Conduct	Section updated to remove historical implementation detail and refocus on current ethical governance arrangements, with the inclusion of a clear statement on respectful conduct and community engagement.	The section has been revised to present the City's ethical standards and Codes of Conduct as established and ongoing governance settings, rather than newly introduced regulatory changes. In addition, a statement has been included to affirm the City's commitment to engaging in a kind, respectful and professional manner and to emphasise the importance of mutual respect in interactions between Council Members, committee members, candidates, the community and City staff. The inclusion of this statement reinforces the City's zero-tolerance position on abusive, threatening or disrespectful behaviour and supports a positive and constructive governance culture. The amendments improve clarity, readability and consistency with the 2026 Governance Framework, without altering the underlying ethical standards, Codes of Conduct or regulatory requirements.
1.1.5 Nominated Members	Introductory wording refined to clarify how listed governance instruments support compliance obligations.	The section has been refined to improve clarity and technical accuracy by better framing the existing list of governance instruments, including local laws, policies and procedures, as supporting references for compliance with the Nominated Members Code and the Model Code Regulations. No changes have been made to the listed instruments or the obligations that apply to Nominated Members.
1.1.6 Behavioural Breach	Section updated to reflect the Inspector-led behavioural complaints regime.	Minor amendments have been made to update the Governance Framework to reflect the Inspector-led complaints regime introduced under the amended Model Code Regulations. The changes clarify the governance context for managing behavioural complaints, without altering complaint pathways or procedural requirements, which are addressed through the Code of Conduct and supporting framework documents.

Section	Action	Comment
Principle 1 Culture and Vision		
1.1.10 Fraud and Corruption	Section updated to reflect the adoption of the Integrity Framework and removal of superseded references.	The section has been updated to remove references to the former Fraud and Corruption Prevention Plan and outdated standards, and to reflect the City's current Integrity Framework adopted in December 2024. The revised content emphasises governance oversight, control effectiveness, reporting and continuous improvement, aligning the Governance Framework with contemporary integrity practices and existing Council-adopted frameworks.
1.2.1 Integrated Planning and Reporting Framework	Graphic updates to remove the ICT Strategic Framework from the Informing Strategies and Plans section.	The graphic has been updated to remove reference to an ICT Strategic Framework. ICT now operates under an Operational Framework of procedures rather than a standalone strategic framework. This change ensures the Integrated Planning and Reporting diagram accurately reflects the City's current planning structure.
Principle 2 – Roles & Relationships		
Roles & Relationships • Council • Mayor • Council Members • CEO	Roles and responsibilities updated to align with the amended Local Government Act and improve clarity of governance roles.	The roles and responsibilities of Council, the Mayor, Council Members and the CEO have been reviewed and refined to reflect the amended *Act* (Tranche 2 reforms), while removing direct legislative extracts. The updates clarify the distinction between Council's strategic governance role and the Chief Executive Officer's operational responsibilities, improve readability, and ensure the Governance Framework presents role definitions at an appropriate governance level without altering statutory functions or accountabilities.
Principle 3 – Decision Making and Management		
3.1.1 Council Meeting Schedule	Section updated to remove operational detail and refocus on governance arrangements for adopting and varying meeting schedules.	The section has been revised to remove detailed descriptions of meeting patterns and calendar-specific arrangements, and to instead focus on Council's role in adopting the annual meeting schedule and providing public notice in accordance with legislation. The amendments improve flexibility, reduce the risk of the Framework becoming outdated, and ensure operational scheduling detail is managed through annual resolutions and public notices rather than embedded in the Governance Framework.
3.2.1 Agenda	Section updated to adopt a principles-based approach to Council reporting.	The section has been revised to move away from a prescriptive list of report content and instead emphasise the provision of adequate, relevant and unbiased information to support informed Council decision-making. The update improves flexibility and allows report content to evolve over time in response to governance needs, without mandating specific inclusions,
3.4 Decisions on Land Use Planning and Development	Section reworded to improve clarity and readability.	The section has been reworded to simplify language and clearly explain decision-making pathways for land use planning and development matters, without altering the underlying planning framework, decision-making authorities or legislative requirements.
3.9 Primary and Annual Returns	Section updated to reflect amended penalty provisions under the Local Government Act.	The section has been updated to reflect amended penalty provisions under the Act.

Section	Action	Comment
Principle 3 – Decision Making and Management		
3.10.1 Council Members	Section updated to reflect amended penalty provisions and disclosure timeframes.	The section has been updated to reflect the amended penalty provisions and disclosure timeframe for Council Member gift disclosures under the Local Government Amendment Act 2024. The update clarifies legislative consequences without altering the City's transparency expectations or reporting processes.
3.10.2 Employee Gifts	Section updated to reflect the current employee gift threshold and include a clause on training that does not require a gift declaration.	The section has been updated to reflect the employee gift threshold as determined by the Chief Executive Officer, consistent with the City's approved gifts framework. The section also includes a clause on staff training exclusions that reflects the *Local Government (Administration) Regulations 1996*.
3.10.3 CEO gifts	Legislative references corrected and penalty provisions clarified.	The section has been updated to correct Local Government Act references and to reflect the applicable penalty provisions for non-compliance.
Attachment A Gift Reporting Framework Under the Act	Graphic updated to reflect the City's transparency position on gift disclosures.	The graphic has been updated to clearly reflect the City's transparency position on gift disclosures, distinguishing between statutory disclosure thresholds and the City's lower internal reporting expectation.
3.12 Delegations	Updated the reference to section 5.42(1) of the Act to include correct wording of section.	The section has been updated to reflect the current legislative framework for delegations under the Local Government Act, while maintaining a governance-level explanation of delegation principles rather than reproducing statutory detail.
Executive Functions	Updated the reference to Section 3.18 of the Act to include correct wording of the section.	Updated to reflect the exact wording of section 3.18 referring to executive functions of the City.
3.14 Policies	Section updated to clarify Council's role in determining policy and to align the Governance Framework with the City's contemporary corporate document framework.	The section has been updated to clarify Council's governance role in making, amending and revoking policies, while removing overly detailed or historical commentary. The amendments better reflect the City's current approach to managing policies, strategies and action plans through the Corporate Document Development Framework and reinforce alignment with the Strategic Community Plan. The update improves clarity and flexibility without altering Council's statutory authority or decision-making responsibilities.
3.15 Local Laws	Updated to reflect new time frames as stated in the Act.	Local Laws are to be review every 15 years from the date they came into operation or from the date they were last reviewed.
Principle 4 – Commitment to Sustainability		
Commitment to Sustainability	Updated to include new documents and wording to reflect current stance.	Included the new Sustainable Vincent Framework 2025-2028 and the new Enhanced Environment Strategy 2025-2030. Updated the page with information taken from these new documents.
Principle 5 – Accountability		
Principle 5 – Accountability	Sections 5.1 and 5.2 updated to reflect amendments introduced by the *Local Government Amendment Act 2024*.	Principle 5 has been updated to reflect the legislative reforms introduced under the Local Government Amendment Act 2024, including the establishment of the Local Government Inspectorate and the replacement of audit committees with Audit, Risk and Improvement Committees. Detailed operational implications of these reforms are addressed in sections 5.1 and 5.2.

Section	Action	Comment
Principle 5 – Accountability		
5.1 Compliance Audit	Section updated to reflect Inspector-led compliance audit arrangements and current oversight requirements.	The section has been updated to align with the Inspector-led compliance audit framework, clarify the role of the Audit, Risk and Improvement Committee in reviewing the Compliance Audit Return prior to Council consideration, and remove duplicated legislative references. A note has been included to reflect the transitional deferral of the CAR submission deadline for the 2026 reporting period.
5.2 Audit, Risk and Improvement Committee	Section updated to reflect the Audit, Risk and Improvement Committee reforms and expanded scope.	The section has been updated to reflect the establishment and role of the Audit, Risk and Improvement Committee under the *Local Government Amendment Act 2024*. The amendments clarify the Committee's oversight, assurance and continuous improvement functions, update terminology, and remove legacy references to responsibility for audit management, without altering Council's governance arrangements.
5.5 Information Privacy	Updated to include updated Action statements and title changed to reflect current wording.	The City of Vincent is currently developing a Privacy and Information Breach policy based on the *Privacy and Responsible Information Sharing Act 2024 (PRIS).* The updated Action statements are in line with the draft policy.
5.6.4 Organisational Performance Program	Section added to formally recognise the Organisational Performance Program (OPP) within the Governance Framework.	This section has been included to acknowledge the Organisational Performance Program as a key governance mechanism for monitoring service effectiveness, efficiency and continuous improvement. The inclusion clarifies how the OPP supports Council's accountability and oversight role by providing a structured, evidence-based approach to reviewing service performance and aligning service delivery with community needs and future priorities. The amendment does not introduce a new program or change existing governance arrangements.
Review of the Governance Framework	Review and adoption timeframe updated following each ordinary local government election.	The review timeframe has been updated from three months to six months following an ordinary local government election. This change recognises the practical sequencing of post-election activities, including Council induction, establishment of governance structures, and the December–January recess period. The revised timeframe supports meaningful engagement with Council Members and ensures proposed amendments are appropriately considered and presented to Council, without reducing the frequency or rigour of Governance Framework reviews.
Revisions	Updated to include 2024 revision.	Previous revision was approved by Council at the OCM on the 23rd April 2024.
Throughout document	Updates to wording without changing the intent or content of the original material.	Updated wording and sentence structure to enhance the flow of the document and readability of information.
	Updated references to Department of Local Government, Sport and Cultural Industries to Department of Local Government, Industry Regulation and Safety (LGIRS).	To reflect name change.

When Council adopted the Governance Framework on 18 August 2020, it resolved that the Chief Executive Officer would review the Framework following each ordinary local government election and provide a report to Council recommending any amendments be adopted within four months of the election.

Since that time, the timing of ordinary elections in late October, combined with Council inductions and the Christmas recess period, has made the four-month timeframe difficult to achieve in practice.

As part of this review, it is proposed to update the Governance Framework and seek Council's endorsement to extend the post-election review and adoption timeframe from four months to six months.

Gifts and Benefits – Transparency and Disclosure

Historically, the City has adopted a conservative and transparent approach to the disclosure of gifts and benefits, exceeding the minimum statutory requirements set out in the *Local Government Act 1995* and associated regulations. Under the City's current position, Council Members are required to disclose gifts and benefits with a value exceeding $50, and these disclosures are recorded in the City's publicly available Register of Gifts.

Proposed amendments to the Governance Framework were presented to Council at a workshop held on 31 March 2026. At that workshop, Council requested that Administration investigate the gift disclosure practices of other local governments, including inner-city local governments, to understand how the City's position compares and to consider alignment with statutory requirements.

Administration reviewed the gift disclosure practices of seven local governments. This review identified that the majority of local governments apply the statutory disclosure threshold of $300, with no additional local threshold. One local government prohibits the acceptance of gifts entirely. A summary of these practices is outlined below:

Local Government	Councillor Threshold	Notes
Town of Cambridge	$0 (prohibited)	Gifts not accepted at all
City of Stirling	$300	Statutory only
City of Perth	$300	Statutory only
City of Subiaco	$300	Statutory only
Town of Vic Park	$300	Statutory only
City of Wanneroo	$300	Statutory only
City of South Perth	$300	Statutory only

While the City's disclosure threshold of $50 goes beyond legislative requirements, it provides additional governance safeguards. In practice, Council Members are advised to record all gifts in Attain as they are received, including gifts below the $50 threshold. This approach removes the risk of inadvertent accumulation of gifts exceeding the $300 statutory threshold, as the system automatically calculates cumulative values, alerts Members when thresholds are reached, and identifies when conflict of interest provisions are activated.

From a governance perspective, maintaining a lower disclosure threshold, supported by comprehensive recording practices, promotes transparency, accountability and public confidence. The publication of gifts above $50, together with the internal recording of all gifts, mitigates both actual and perceived risks associated with gifts and benefits. On this basis, Administration considers that the City's existing approach represents sound governance practice and aligns with the principles of probity and openness underpinning the Governance Framework.

CONSULTATION/ADVERTISING:

No community consultation is required for review of the Governance Framework as this is an internal process document.

LEGAL/POLICY:

The Governance Framework summarises key sections of the *Local Government Act 1995, Local Government (Administration) Regulations 1996* and *Local Government (Model Code of Conduct) Regulations 2021.*

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to adopt the updated Governance Framework.

STRATEGIC IMPLICATIONS

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Innovative and Accountable

Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024.*

PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025.*

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

CITY OF VINCENT
GOVERNANCE
FRAMEWORK

Acknowledgement of Country

The City of Vincent acknowledges the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past and present.

We recognise the unique and incomparable contribution the Whadjuk people have made and continue to make to our culture and in our community. We will continue to seek the input of the Traditional Owners.

The land on which we live, meet and thrive as a community always was and always will be Noongar land.

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PURPOSE OF THIS GOVERNANCE FRAMEWORK

This document combines legislative requirements, strategic direction, corporate systems and roles and relationships that are involved in establishing good governance at the City of Vincent.

It serves as a comprehensive guide that can be used for various purposes including:

- Providing community insight into the intricacies of local government and the responsibilities of Council Members.
- Providing standard principles to guide Council Members and staff in their decision-making and service delivery.
- Affirming the importance of good governance principles within both Council and Administration.
- Serving as an addition to the induction program provided to new Council Members.

LOCAL GOVERNMENT DEFINED

Local government in Western Australia is established under the *Local Government Act 1995* (Act) and is the third sphere of government in Australia. Local government has legislative responsibility for many functions and activities that are relevant to a local community, including waste management, road maintenance and rates collection.

As the level of government often seen as the 'closest' to the community, local government handles essential services and activities that directly shape people's daily lives and overall quality of life. This includes organising local community events, providing community spaces and recreation areas, and creating liveable neighbourhoods.

WHAT IS GOVERNANCE?

Local governments in Western Australia must carry out their functions in accordance with the ACT and associated regulations.

Governance provides the structure through which a local government's vision and objectives are achieved within a context of competing and changing social, economic and environmental issues.

GOVERNANCE PRINCIPLES

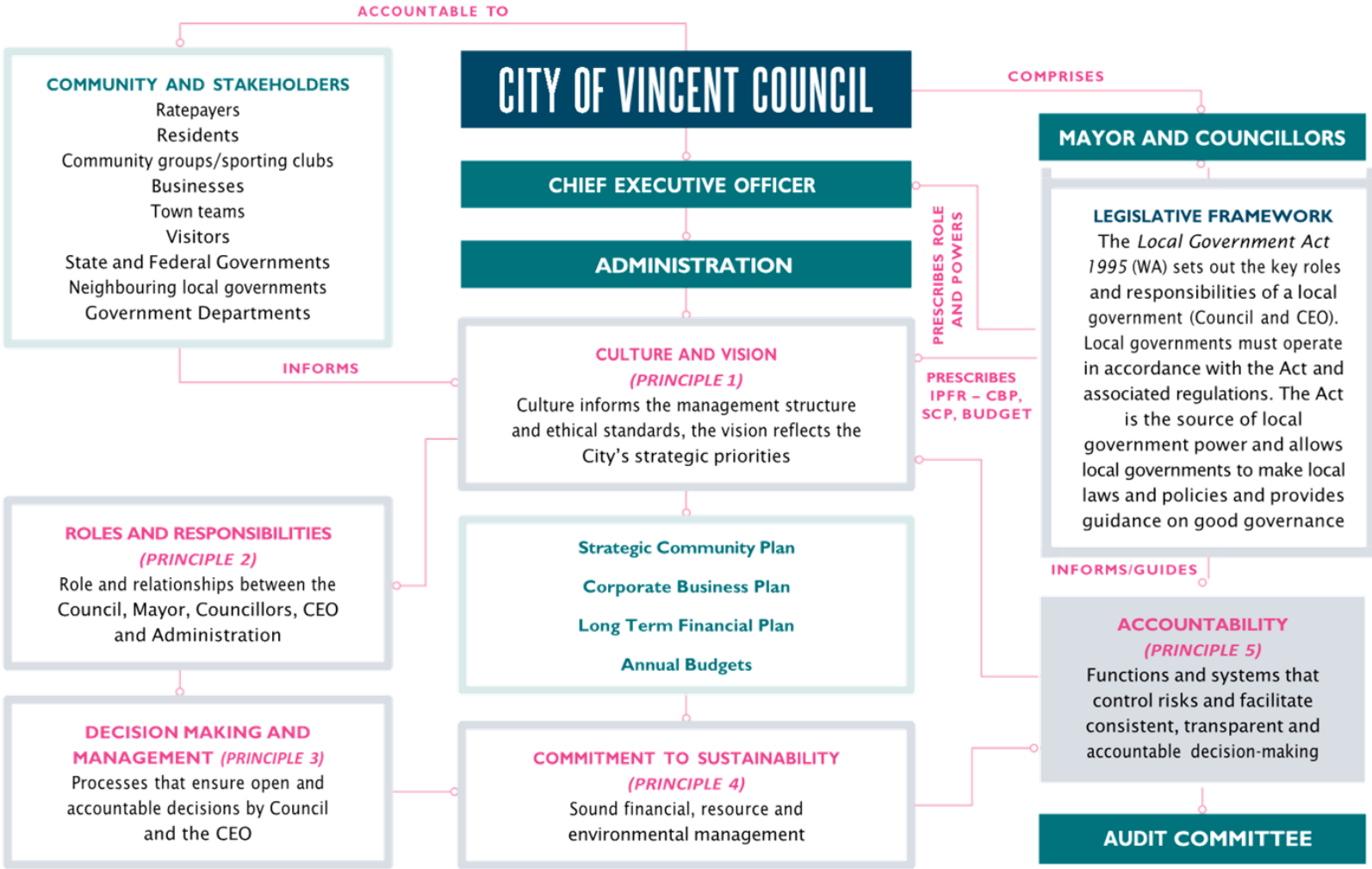
Good governance in local government is underpinned by clear principles that support effective leadership, sound decision-making, accountability and long-term sustainability.

The City of Vincent's Governance Framework is based on the following five principles:

- Culture and Vision
- Roles and Relationships
- Decision-making and Management
- Accountability
- Commitment to Sustainability

These principles reflect contemporary good governance practice in Western Australian local government and guide how decisions are developed, implemented and reviewed.

CITY OF VINCENT GOVERNANCE FRAMEWORK OVERVIEW



PRINCIPLE 1 – CULTURE & VISION

A positive culture and a clear and owned vision and accompanying strategies.

1.1 CULTURE

In 2022, Council adopted a review of the Strategic Community Plan for 2022 – 2032. This plan is an extension of the Strategic Community Plan 2018 – 2028 which was adopted by Council in October 2018.

The Strategic Community Plan is the Councils key strategic document. It describes the vision the City will strive to achieve, where it will focus its efforts and how it will measure progress.

VISION: To be a clever, creative and courageous local government.

Clever

Creative

Courageous

OUR VALUES

Engaging
Listening, understanding and communicating is the key to our success.

Accountable
We work openly and transparently to earn our community's trust.

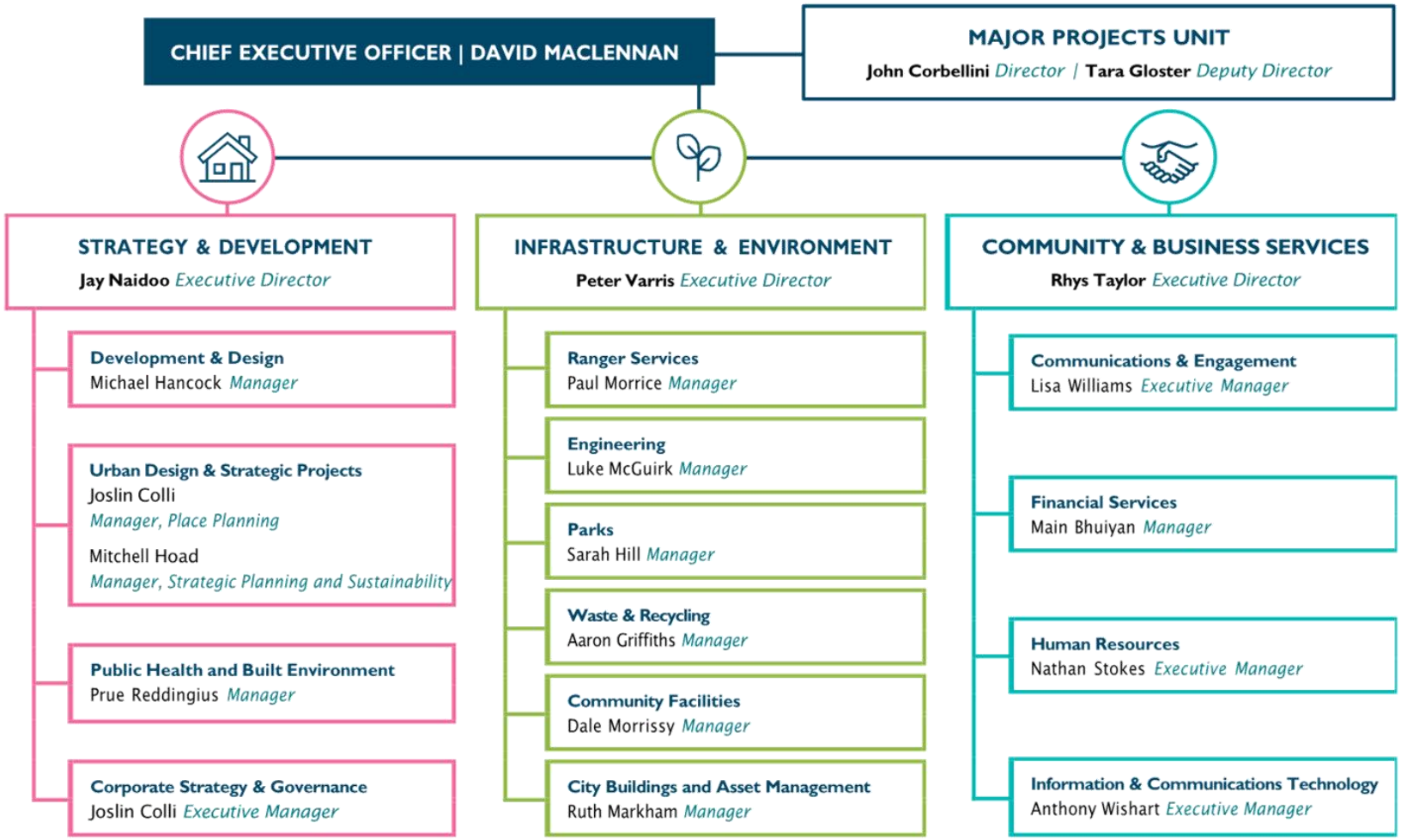
Making a Difference
Our work improves our community and the lives of our residents.

1.1.1 EFFECTIVE MANAGEMENT STRUCTURES AND PRACTICES

The City's policy, Organisational Structure and Designation of Senior Employees prescribes the organisational structure of the Administration, including functional responsibilities and the allocation and management of resources.

The organisational objectives chart below sets out the key functions of the three directorates and the Office of the CEO.

ORGANISATIONAL STRUCTURE



ORGANISATIONAL OBJECTIVES

1.1.3 ETHICAL STANDARDS & THE CODE OF CONDUCT

The City is committed to high standards of ethical and professional conduct in the performance of its functions.

Ethical conduct across the City is governed by:

- The **Council Members, Committee Members and Candidates Code of Conduct** (Nominated Members Code), adopted in accordance with the *Local Government (Model Code of Conduct) Regulations 2021*; and
- the **Code of Conduct for Employees and Contractors**, approved by the Chief Executive Officer in accordance with the *Local Government (Employee Code of Conduct) Regulations 2021*.

The City is committed to engaging with the community in a kind, respectful and professional manner. Mutual respect is essential to positive and constructive engagement between Council Members, committee members, candidates, the community and City staff. The City has zero tolerance for abusive, threatening or disrespectful behaviour in interactions between all parties.

These Codes set minimum standards of behaviour and professional conduct for Council Members, committee members, candidates, the Chief Executive Officer, employees and contractors, and apply to the performance of their respective roles and responsibilities.

Together, the Codes of Conduct provide a clear and consistent framework for ethical behaviour, accountability and professionalism across the organisation.

1.1.4 MODEL CODE REGULATIONS

The Model Code Regulations provide minimum standards for ethical and professional conduct by Council Members in relation to:

- standards of general behaviour
- use of confidential information
- securing personal advantage or advantaging/ disadvantaging others
- misuse of local government resources
- prohibition against involvement with the organisation
- relations with employees
- disclosing interests that may affect impartiality

Compliance with the Model Code Regulations supports ethical decision-making, public confidence and effective governance.

1.1.5 NOMINATED MEMBERS

Clause 8(2)(b) of the Council Members, Committee Member and Candidates Code of Conduct (Nominated Members Code) requires all Nominated Members to comply with the City's policies, procedures and resolutions.

- The Nominated Members Code is to be read in conjunction with the following key governance instruments, which are provided as practical reference points for Council Members and support compliance with the Model Code Regulations:
- Meeting Procedures Local Law 2008
- 4.2.05 Council Members Requests – Contact with City Employees
- Council Members – Allowances, Fees and Reimbursement of Expenses Policy
- Council Members Contact with Developers Policy
- Council Members Continuing Professional Development Policy
- Fraud and Corruption Prevention Policy
- Risk Management Policy

1.1.6 BEHAVIOURAL BREACH

The Local Government (Model Code of Conduct) Regulations establish the framework for managing behavioural complaints relating to Council Members, committee members and candidates.

a) Behavioural complaints are managed in accordance with the Model Code Regulations and operate within the Inspector-led complaints regime established under the Act. Certain complaints are required to be referred to the Local Government Inspector, and where matters are dealt with locally or referred back to the City, they are managed in accordance with the applicable legislative requirements and any directions issued by the Inspector.
b) Supporting policies, delegations and committee arrangements provide procedural guidance where complaints are managed at the local government level.

1.1.7 CEO STANDARDS

The purpose of the CEO Standards is to ensure that the City selects a CEO in accordance with the principles of equity and transparency.

Pursuant to the CEO Standards and the ACT:

- Council is required to identify and agree on the necessary qualifications and selection criteria required by a candidate to undertake the role and duties of the CEO.
- A selection panel, including one independent person (who is not an Council Members), must be established to conduct the recruitment and selection process.
- The CEO's performance is reviewed at least once a year in accordance with performance criteria set and agreed upon in writing by the CEO and the Council.
- Where an incumbent CEO has held the position for a period of 10 or more consecutive years, a recruitment and selection process must be conducted on the expiry of the CEO's contract.

The CEO Annual Performance Review Policy sets out the manner in which the CEO's annual performance review is to be conducted.

1.1.8 COMPREHENSIVE INDUCTION PROGRAMS

In accordance with the ACT, Council Members are required to undertake mandatory training following their election.

The mandatory training covers the following topics:

- understanding local government
- serving on council
- meeting procedures
- conflicts of interest
- understanding of financial reports and budgets

Further to the mandatory training, Council Members are encouraged to continually improve their knowledge and expertise to enhance the quality of representation and promote well-informed decision-making. This can be achieved by participating in conferences, programs and training courses specifically designed for professional development relating to their role and responsibilities in local government.

The Council Members Continuing Professional Development Policy provides guidance on the professional development of Council Members.

The City maintains a register of the training and professional development completed by Council Members and this is available on the City's website. The register is reported to Council annually in accordance with section 5.127 of the ACT.

1.1.9 EMPLOYEE CODE OF CONDUCT

The Code of Conduct for City of Vincent Employees and Contractors (Employees and Contractors Code) provides the CEO, all employees and contractors with guidelines for an acceptable minimum standard of professional conduct and behaviour in carrying out their functions and responsibility.

The Employees and Contractors Code addresses, in a concise manner, the broader issue of ethical responsibility and encourages greater transparency and accountability in the City. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective responsibilities may be based.

The Code is complementary to the principles in the ACT, which incorporate the following four fundamental aims:

- better decision making by local governments
- greater community participation in the decisions and affairs of local governments
- greater accountability of local governments to their communities
- more efficient and effective local governments

1.1.10 FRAUD AND CORRUPTION

The City expects all Council Members, Committee Members, candidates, employees and contractors to act in accordance with the applicable Codes and behave ethically and honestly at all times when performing their functions in Vincent.

The City is committed to the highest standards of integrity, accountability and ethical conduct in the delivery of services to the community.

All Council Members, Committee Members, candidates, employees and contractors are expected to act honestly, ethically and in accordance with the City's Codes of Conduct, Fraud and Corruption Prevention Policy, and relevant legislative requirements at all times.

The City has zero tolerance for fraud and corruption. Any dishonest or unethical behaviour, including the misuse of public resources, is not accepted and will be addressed appropriately.

Integrity Framework

The City's approach to preventing, detecting and responding to fraud and corruption is guided by its Integrity Framework, adopted in December 2024. The Framework replaced the former Fraud and Corruption Prevention Plan and provides a contemporary, structured approach aligned with:

- Public Sector Commission integrity guidance
- AS 8001:2021 – Fraud and Corruption Control
- The City's Risk Management Framework

The Framework focuses on strong governance, clear accountability, effective controls and continuous improvement.

Oversight and Continuous Improvement
Fraud and corruption risks and controls are monitored through regular review processes, internal and external audit activity, and reporting to the Audit and Risk & Improvement Committee.

The City also undertakes periodic integrity maturity assessments in line with Public Sector Commission guidance to ensure integrity practices remain effective, contemporary and embedded across the organisation.

Awareness, Reporting and Culture
Integrity expectations are reinforced through induction, ongoing training and leadership practices. Clear pathways exist for raising concerns, including confidential and protected reporting mechanisms.
The City is committed to fostering a culture of integrity and ethical decision-making that supports transparency, accountability and public trust.

1.2 VISION

The City has established a hierarchy of governing documents that drive the delivery of the community's long-term vision and outline how strategies, policies and action plans are developed and reviewed in consultation with the community.

1.2.1 INTEGRATED PLANNING & REPORTING FRAMEWORK

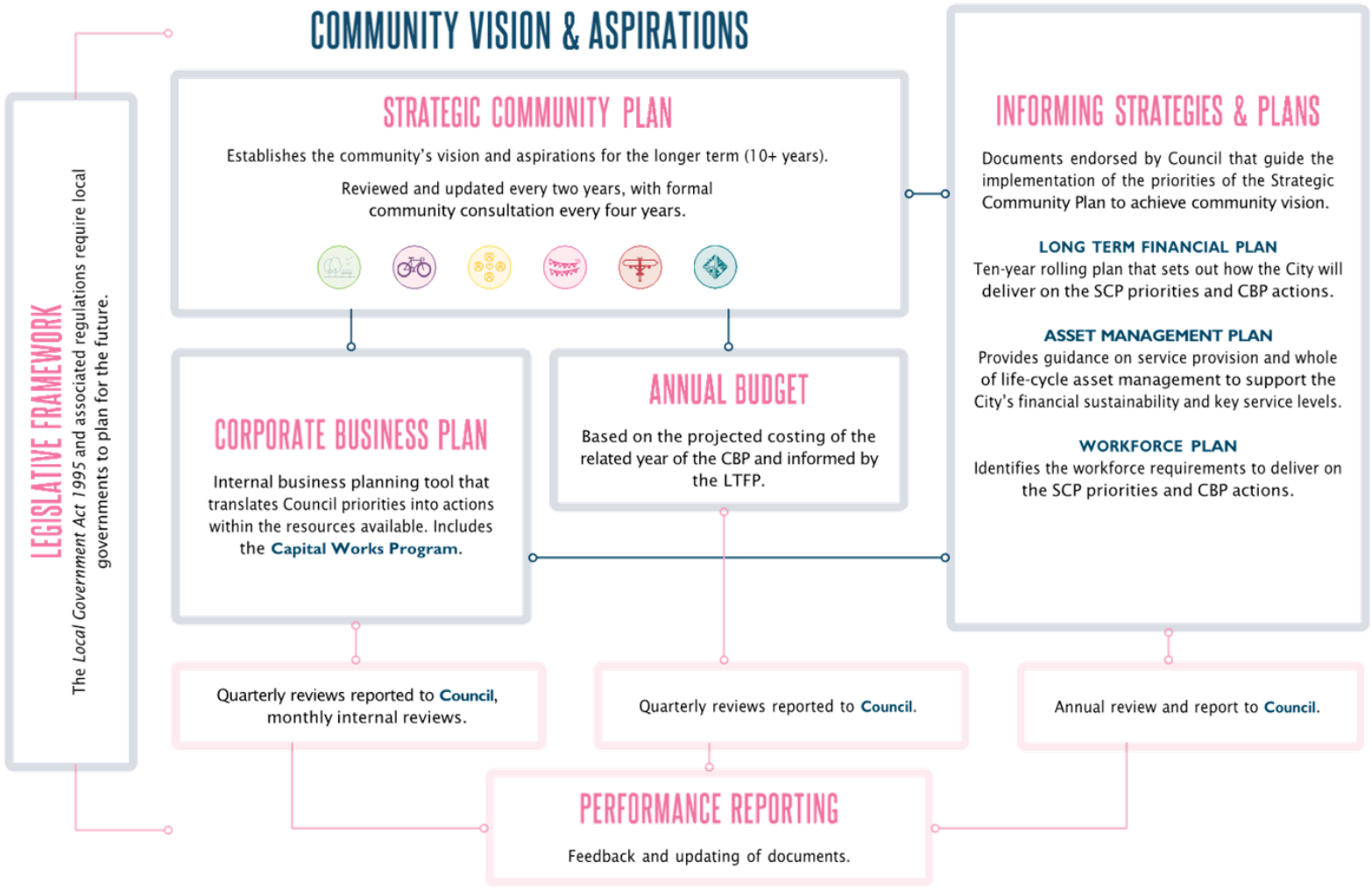
All local governments are required to produce a plan for the future under S5.56 (1) of the Act.

The Integrated Planning and Reporting Framework (IPRF) is used to ensure integration of community priorities into strategic planning, as well as implementation of the objectives that have been set from these priorities.

The key components of the IPRF are:

- **Strategic Community Plan** – Community vision, strategic direction, medium and longer term priorities and resourcing implications over 10+ years.
- **Corporate Business Plan** – Four-year delivery program, aligned to the SCP.
- **Long Term Financial Plan** – Long term financial plan to deliver the SCP strategies and CBP actions.
- **Asset Management Plans** – Approach to managing assets to sustainably deliver chosen service levels.
- **Workforce Plan** – Shaping workforce to deliver organisational objectives now and in the future.
- **Issue or Area Specific Plans & Strategies** – Any other informing plans or strategies (eg ICT, recreation plans, youth plan, local area plans etc).
- **Annual Budget** – Financial statements, Year 1 priorities and services.

The Long Term Financial Plan, Asset Management Plans and Workforce Plan are referred to collectively as the "core" informing strategies. The diagram below shows the relationship between these information strategies, community input, the City's vision and reporting mechanisms


COMMUNITY VISION & ASPIRATIONS
LEGISLATIVE FRAMEWORK
The Local Government Act 1995 and associated regulations require local governments to plan for the future.
STRATEGIC COMMUNITY PLAN
Establishes the community's vision and aspirations for the longer term (10+ years).
Reviewed and updated every two years, with formal community consultation every four years.
CORPORATE BUSINESS PLAN
Internal business planning tool that translates Council priorities into actions within the resources available. Includes the Capital Works Program.
ANNUAL BUDGET
Based on the projected costing of the related year of the CBP and informed by the LTFP.
INFORMING STRATEGIES & PLANS
Documents endorsed by Council that guide the implementation of the priorities of the Strategic Community Plan to achieve community vision.
LONG TERM FINANCIAL PLAN
Ten-year rolling plan that sets out how the City will deliver on the SCP priorities and CBP actions.
ASSET MANAGEMENT PLAN
Provides guidance on service provision and whole of life-cycle asset management to support the City's financial sustainability and key service levels.
WORKFORCE PLAN
Identifies the workforce requirements to deliver on the SCP priorities and CBP actions.
Quarterly reviews reported to Council, monthly internal reviews.
Quarterly reviews reported to Council.
Annual review and report to Council.
PERFORMANCE REPORTING
Feedback and updating of documents.

1.2.3 STRATEGIC COMMUNITY PLAN

Section 5.56 of the ACT requires every local government in Western Australia to 'plan for the future', which includes to develop a Strategic Community Plan (SCP).

Regulation 19C of the Local Government (Administration) Regulations 1996 provides that the purpose of the SCP is to clearly define the local government's strategic priorities, actions and initiatives for the next 10 years.

In October 2018, Council adopted a new SCP for 2018 – 2028, which established six priorities to guide the City in delivery a range of programs, project and services. The SCP drives the City's planning, budgeting, resource allocation and service delivery over the next decade, in order to focus efforts and align activities with the community's vision. The SCP is reviewed every two years by the City (desktop review followed by full/major review). The last major review was undertaken and presented in 2023. The next major review will commence in 2026.

The SCP is the City's most significant guiding document and establishes the community's vision for Vincent's future.

The priority areas, as set out in the SCP, were determined through a robust community consultant process. The six priorities work in concert with each other and together guide the City to achieve the community's vision.

The six areas are presented on the following page.

ENHANCED ENVIRONMENT

The natural environment contributes greatly to our inner-city community. We want to protect and enhance it, making best use of our natural resources for the benefit of current and future generations.

ACCESSIBLE CITY

We want to be a leader in making it safe, easy, environmentally friendly and enjoyable to get around Vincent.

CONNECTED & HEALTHY COMMUNITY

We are a diverse, welcoming and engaged community. We want to celebrate what makes us unique and connect with those around us to enhance our quality of life.

THRIVING PLACES

Thriving Places are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy.

SENSITIVE DESIGN

Design that 'fits in' to our neighbourhoods is important to us. We want to see unique, high quality developments that respect our character and identify and respond to specific local circumstances.

INNOVATIVE & ACCOUNTABLE

The City of Vincent has a significant role to play in supporting our community to realise its vision. To achieve this, we will be an innovative, honest, engaged and responsible organisation that manages resources well, communicates effectively and takes our stewardship role seriously.

1.2.4 CORPORATE BUSINESS PLAN

The purpose of the Corporate Business Plan (CBP) is to determine internal operational activities (service delivery, programs and projects) over a four-year period, which are developed to achieve the priorities in the SCP. It is a rolling four-year plan, updated annually, and informs the Long Term Financial Plan (LTFP) and annual budget. Quarterly updates on the CBP are provided to Council.

1.2.5 LONG TERM FINANCIAL PLAN

The 10-year Long Term Financial Plan is the high-level strategic document that helps align our community aspirations, strategic intent and organisational capacity. It guides our approach to delivering infrastructure and services to the community and demonstrates our commitment to managing our operations in a responsible and sustainable manner.

The plan achieves this objective by projecting our financial position over a ten-year time horizon using a series of realistic, conservative financial assumptions.

This financial modelling provides the City with appropriate information to assess our capacity to maintain overall financial sustainability into the long term and, most importantly, ensure that we have in place the necessary funding arrangements to support proposed capital replacement programs and new capital projects.

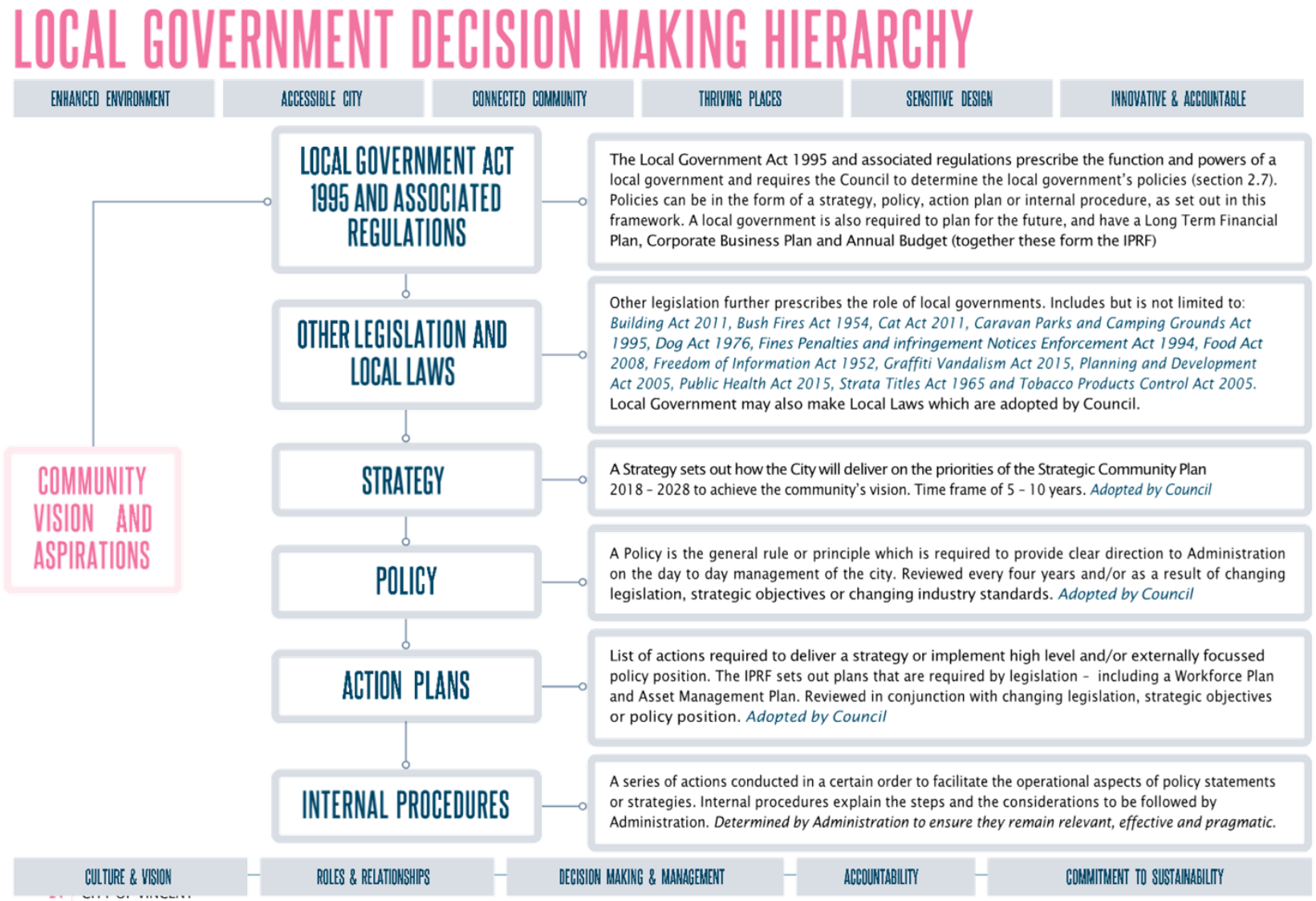
The Long Term Financial Plan is underpinned by the following principles:

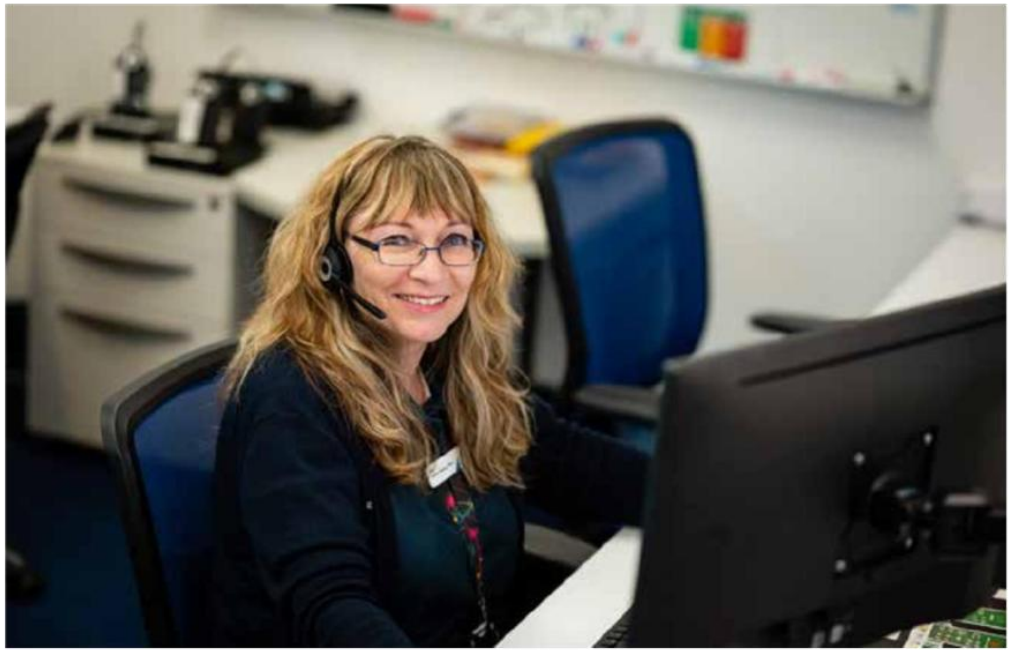
- alignment with strategic aspirations
- responsible stewardship of community assets
- financial sustainability
- financial accountability
- prudence
- transparency

1.2.6 ANNUAL BUDGET

The Annual Budget must be adopted by Council each year and should focus on the City's actions to be achieved in line with the CBP and SCP.

The Budget outlines operating expenditure (the money required to operate and maintain works and services, such as wages, maintenance and consumables) and capital expenditure (the money required to make capital improvements to items such as roads, buildings and plant and equipment).


LOCAL GOVERNMENT DECISION MAKING HIERARCHY
ENHANCED ENVIRONMENT
ACCESSIBLE CITY
CONNECTED COMMUNITY
THRIVING PLACES
SENSITIVE DESIGN
INNOVATIVE & ACCOUNTABLE
COMMUNITY VISION AND ASPIRATIONS
LOCAL GOVERNMENT ACT 1995 AND ASSOCIATED REGULATIONS
The Local Government Act 1995 and associated regulations prescribe the function and powers of a local government and requires the Council to determine the local government's policies (section 2.7). Policies can be in the form of a strategy, policy, action plan or internal procedure, as set out in this framework. A local government is also required to plan for the future, and have a Long Term Financial Plan, Corporate Business Plan and Annual Budget (together these form the IPRF)
OTHER LEGISLATION AND LOCAL LAWS
Other legislation further prescribes the role of local governments. Includes but is not limited to: Building Act 2011, Bush Fires Act 1954, Cat Act 2011, Caravan Parks and Camping Grounds Act 1995, Dog Act 1976, Fines Penalties and infringement Notices Enforcement Act 1994, Food Act 2008, Freedom of Information Act 1952, Graffiti Vandalism Act 2015, Planning and Development Act 2005, Public Health Act 2015, Strata Titles Act 1965 and Tobacco Products Control Act 2005. Local Government may also make Local Laws which are adopted by Council.
STRATEGY
A Strategy sets out how the City will deliver on the priorities of the Strategic Community Plan 2018 – 2028 to achieve the community's vision. Time frame of 5 – 10 years. Adopted by Council
POLICY
A Policy is the general rule or principle which is required to provide clear direction to Administration on the day to day management of the city. Reviewed every four years and/or as a result of changing legislation, strategic objectives or changing industry standards. Adopted by Council
ACTION PLANS
List of actions required to deliver a strategy or implement high level and/or externally focussed policy position. The IPRF sets out plans that are required by legislation – including a Workforce Plan and Asset Management Plan. Reviewed in conjunction with changing legislation, strategic objectives or policy position. Adopted by Council
INTERNAL PROCEDURES
A series of actions conducted in a certain order to facilitate the operational aspects of policy statements or strategies. Internal procedures explain the steps and the considerations to be followed by Administration. Determined by Administration to ensure they remain relevant, effective and pragmatic.
CULTURE & VISION
ROLES & RELATIONSHIPS
DECISION MAKING & MANAGEMENT
ACCOUNTABILITY
COMMITMENT TO SUSTAINABILITY



PRINCIPLE 2 - ROLES & RELATIONSHIPS

An acceptance of the different roles of the various elements of a local government and positive working relationships between these elements

There are three key roles within a local government:
1. The Council
2. The CEO
3. Administration

COUNCIL

- Make decisions on behalf of the community
- Sets the future direction
- Allocates the funding to meet resource needs
- Determines policy
- Decides on the level of community services
- Responsible authority for land use planning

MAYOR

CHIEF EXECUTIVE OFFICER

ADMINISTRATION

- Provide advice and information to council
- Implement council decisions
- Direct employees in the performance of service delivery functions
- Manage all day to day operations of Local Government
- Manager assets of the Local Government

The Council comprises nine Council Members:

- Mayor – represents the entire district, elected at large
- Four Council Members – North Ward
- Four Council Members – South Ward

Council Members are elected for a four-year term at elections held every two years, unless elected for a shorter term due to a vacancy created by the resignation or disqualification of a Council Members during their term. There are no limitations on the maximum terms of office for Council Members.

Effective relationships between Council Members, the Mayor, the Council as a whole, the CEO and Administration is critical to the achievement of excellence in governance.

Council is responsible for strategy and policy. This includes the strategic planning mechanisms to ensure the continued sustainability of the organisation, the setting of strategic goals for the organisation and the monitoring of the City's performance against these strategic goals.

Council is not responsible for the day-to-day operation of the local government. All operational matters are the responsibility of the CEO.

Council Members and employees must understand their different roles and accept the role they play in achieving the City's corporate goals and implementation of the strategies. This understanding is essential for the City to operate effectively and underpins good governance at the City.

The ACT sets out the roles and responsibilities of the Council, the Mayor, the Council Members, the CEO and Administration.

1.1 ROLE OF COUNCIL

In accordance with section 2.7 of the Act, the role of Council is to govern the local government's affairs and, as the governing body, to be responsible for the performance of the local government's functions.

In fulfilling this role, Council is responsible for:

- setting the strategic direction of the City and planning for the future of the district
- determining the City's policies
- overseeing the allocation of the City's finances and resources
- determining the services and facilities to be provided to the community
- selecting the Chief Executive Officer and reviewing the CEO's performance
- providing strategic direction to the CEO.

To ensure proper governance of the City's affairs, Council must have regard to the following principles:

- Council's governing role is separate from the CEO's executive role
- it is important that this separation is respected.

Council must make its decisions:

- on the basis of evidence, on the merits and in accordance with the law,
- taking into account the City's finances and resources.

Council must also have regard to the need to support an organisational culture that promotes the respectful and fair treatment of the City's employees.

Council has the other functions given to it under the Act or any other written law.

1.2 ROLE AND RESPONSIBILITIES OF THE MAYOR

In accordance with section 2.8 of the Act, the Mayor provides leadership to the Council and represents the City in an official capacity.

In fulfilling this role, the Mayor:

- provides leadership and guidance to Council and Council Members, including guidance on their roles and responsibilities
- presides at meetings of Council, ensuring meetings are orderly and conducted in accordance with the Act and the City's Meeting Procedures Local Law
- acts as the principal spokesperson for the City and carries out civic and ceremonial duties on behalf of the City, at all times acting consistently with Council decisions
- promotes, facilitates and supports positive and constructive working relationships among Council Members
- liaises with the Chief Executive Officer on the City's affairs and the performance of its functions
- performs any other functions conferred under the Act or any other written law.

1.3 THE RELATIONSHIP BETWEEN THE MAYOR & COUNCIL MEMBERS

An effective relationship between the Mayor and Council Members is essential to good governance, informed decision-making and the delivery of Council's strategic objectives.

In accordance with the *Act* and contemporary good governance guidance for Western Australian local governments, this relationship is based on mutual respect, shared understanding of roles, and collective responsibility for governing the City.

The Mayor provides leadership to Council, facilitates inclusive deliberation and presides at meetings in accordance with the Act and the City's Meeting Procedures Local Law. Council Members participate equally in decision-making and are collectively accountable for Council decisions.

1.4 THE RELATIONSHIP BETWEEN THE MAYOR AND THE CEO

The relationship between the Mayor and the Chief Executive Officer is critical to effective governance and organisational performance.

Consistent with the Act, this relationship is characterised by a clear separation between Council's governing role and the CEO's executive responsibilities, supported by open communication, mutual respect and regular engagement.

The Mayor and CEO work collaboratively to support informed decision-making by Council, ensure Council decisions are implemented, and promote a positive governance culture, without concentrating authority or diminishing the collective role of Council.

1.5 ROLE AND RESPONSIBILITIES OF THE DEPUTY MAYOR

The role of the Deputy Mayor is to perform the functions of the Mayor when authorised to do so under section 5.34. This includes when the role of Mayor is vacant or when the Mayor is not available or unwilling or unable to perform her duties.

1.6 ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS

In accordance with section 2.10 of the Act, Council Members represent the community and participate in the governance and decision-making of the City.

In fulfilling this role, Council Members:

- represent the interests of electors, ratepayers and residents of the district, while taking account of the interests of people who work in or visit the district
- participate in deliberation and decision-making at Council and committee meetings
- facilitate communication with the community about Council decisions
- maintain constructive and respectful working relationships with other Council Members, the Mayor and the Chief Executive Officer
- act consistently with the governing role of Council as set out in section 2.7 of the Act
- maintain and develop the skills and knowledge required to effectively perform their role.

1.7 COUNCIL MEMBERS ACCESSIBILITY

Council Members must ensure that they make themselves accessible to the City's community through publication of a minimum set of contact details on the City's website as follows:

- **postal address** – personal or care of the City's address or a PO Box
- **telephone number** – business, home or mobile number
- **email address** – personal, business or City email address

1.8 APPOINTMENT TO EXTERNAL BOARDS, COMMITTEES ETC.

Council Members representing the City at external organisations, boards, committees and working groups are to ensure that they clearly understand the basis of their appointment.

They must:

- Always act as a spokesperson for the City and in the City's best interests.
- Provide regular reports on the activities of the organisation in accordance with the confidentiality requirements of that organisation.
- Represent the City's interests on all matters relating to that organisation while maintaining the confidentiality requirements of the City.

1.9 RELATIONSHIP BETWEEN COUNCIL MEMBERS & ADMINISTRATION

Council Members are entitled to be fully informed in order to carry out their role as a decision maker and may seek specific information on various issues before Council.

In accordance with the *Act* and the Local Government (Model Code of Conduct) Regulations 2021, Council Members must not undertake administrative functions or direct employees in the performance of their duties.

The respective roles of Council Members and Administration are distinct:

- Council Members are responsible for governance, policy-setting and decision-making
- Administration, under the direction of the Chief Executive Officer, is responsible for day-to-day operations and implementation of Council decisions.

Council Members must not direct, attempt to direct, or improperly influence local government employees, and must treat employees with respect at all times.

Detailed requirements regarding Council Member conduct, involvement in administration, and interactions with employees are set out in:

- the Council Members, Committee Members and Candidates Code of **Conduct**, and
- *Policy 4.2.05 – Council Member Requests: Contact with City Employees.*

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1.10 ROLE AND RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER

In accordance with section 5.41 of the Act, the Chief Executive Officer is responsible for the day-to-day administration of the City and for implementing Council decisions.

In fulfilling this role, the Chief Executive Officer:

- advises Council in relation to the functions of the local government
- ensures that Council is provided with timely, accurate and relevant information to support informed decision-making
- implements Council decisions and manages the day-to-day operations of the City
- manages the local government's employees, including their direction, supervision and performance
- ensures that the records and documents of the City are properly kept in accordance with legislative requirements
- liaises with the Mayor on the City's affairs and the performance of its functions
- performs any other functions conferred or delegated under the Act or any other written law.

PRINCIPLE 3 – DECISION-MAKING & MANAGEMENT

Effective decision-making and related management processes that reflect transparency and accountability.

3.1 DECISION MAKING FORUMS & PROCESSES

Decision-making is the most important activity undertaken by the City, both by Council Members and Administration. Effective decision-making processes increase the likelihood that the decisions themselves will be in the best interest of the entire community. Good processes will ensure confidence in decision making by all Council Members as well as the public.

Part 5 of the ACT sets out the framework whereby Council Members meet as the governing body (Council) for the purpose of decision-making on behalf of the local government.

It is an intention of the Act that Council conducts business and makes decisions:

- openly and transparently
- with a high level of accountability to their community
- efficiently and effectively
- with due probity and integrity
- acknowledging relevant community input
- with all available information and professional advice
- with the fullest possible participation of Council Members

Decisions made at meetings are recorded in the form of resolutions, which are binding on the Council until they are formally amended or repealed. Resolutions, once recorded, take effect immediately.

To facilitate transparent and accountable decision-making Council Members and Administration are encouraged to operate in the following manner:

- Administration will endeavour to respond to any queries or requests for information from Council Members as a priority so that Council Members have the required information to fulfil their role and make decisions.
- Council Members will endeavour to provide complex questions or large requests for information to Administration in advance of a Committee or Council Meeting, particularly if a detailed response is required or if it relates to a possible amendment or alternative recommendation, so that Administration has sufficient time to provide a sufficiently detailed response.

This reciprocal arrangement assists Council in fulfilling its roles and responsibilities on behalf of the community.

3.1.1 COUNCIL MEETING SCHEDULE

The City has adopted a monthly meeting cycle which consists of a Council Briefing, which is an opportunity for questions to be asked by Council Members, followed by a Council Meeting.

The Council meeting schedule for each upcoming calendar year is considered and adopted by Council prior to the end of each calendar year and publicly advertised in accordance with the *Local Government (Administration) Regulations 1996.*

While the City typically follows a regular monthly meeting cycle. usually with a Council Briefing held on the second Tuesday of the month and an Ordinary Council Meeting held on the third Tuesday of the month, Council may vary the timing and pattern of meetings throughout the year to accommodate public holidays, election-related requirements, budget processes, school holiday periods, or other operational or governance consideration.

Special Meetings can be called by the Mayor, three members of Council or the Council as a whole, as set out in section 5.4 of the ACT Act. Special Meetings of Council can be convened if an urgent matter arises which requires decision prior to the next scheduled meeting.

Council may delegate additional powers to the CEO over the Council recess period (between the December and February meetings), subject to section 5.43 of the ACT (which sets out restrictions on powers and duties that can be delegated) in order to ensure the essential operations of the City can continue.

3.1.2 COUNCIL WORKSHOPS

Council Workshops provide an opportunity for informal discussion between Council Members and Administration. The purpose of Council Workshops is to engage and update Council Members on:

- Corporate Business Plan and CEO KPI Items
- emerging issues
- Council strategy and policy development
- major community engagement activities

Council Workshops are not decision-making forums and are not governed by the ACT or the Meeting Procedures Local Law 2008.

Council Workshops will generally involve projects or matters that are in the early planning stages and not yet ready to be presented to Council for decision.

During Council Workshops:

- The Chief Executive Officer seeks input from Council Members that are in the research and concept stage, to allow the drafting and formalisation of the concepts to progress.
- Council Members are fully informed on matters to enable decisions to be made in the best interests of the community.
- Council Members represent the views of the community in matters.

The input of Council Members through open and free-flowing exchange of ideas provides invaluable direction to the Chief Executive Officer for the research, planning and development of matters.

Council Members must not indicate their voting intention at Council Workshops.

Council Workshops are not open to the public but where relevant and in consultation with Council Members, external consultants, representatives of community organisations and community members may be invited to attend.

3.1.3 COUNCIL BRIEFINGS

Council Briefings are held at 6pm in the Council Chamber on the Tuesday of the week prior to the Ordinary Council Meeting. Council Briefings provide the opportunity for Council Members and members of the public to ask questions and clarify issues relevant to the specific agenda items due to be presented and discussed at the forthcoming Council Meeting.

No decisions are made at Council Briefings. Council Members may request additional information or may request alternative wording for motions to be prepared for possible consideration at the forthcoming Council Meeting.

Council Briefing Agendas are published on the City's website on or before the Wednesday of the week before the Council Briefing.

Council Briefings are open to the members of the public and also live streamed, with the recording available on the City's website.

3.1.4 COUNCIL MEETINGS

The Council Meeting is Council's only debating and decision-making forum. Council Meetings are conducted in strict compliance with the requirements of the ACT, its regulations and the City's Meeting Procedures Local Law.

Good decision-making at a Council Meeting is achieved by:

- a clear and informative agenda
- good chairing and facilitation by the Presiding Member
- adherence to the meeting procedures
- adherence to statutory requirements

Council Meeting Agendas are published on the City's website on or before the Friday of the week before the Council Meeting.

The Council Meetings are open to the public, which ensures that the community is fully informed and, where appropriate, involved in the decisions and affairs of Council. Council Members, the CEO and relevant staff attend all Council Meetings. Council Meetings are live-streamed, with the recording available on the City's website.

3.1.5 COMMUNITY PARTICIPATION IN THE DECISION-MAKING PROCESS

The Community and Stakeholder Engagement Policy currently prescribes the community consultation process that is undertaken to engage the community in the City's decision –making process. The policy guides how the City speaks with and listens to the community.

Community and expert advice is also sought in the following ways:

- Community members (panel) – comprises of a cross section of the City's community, their feedback was used to inform the City's SCP adopted in 2018 (Imagine Vincent campaign).
- Design Review Panel – comprises of paid independent experts who provide technical advice to Administration on development design, including the amenity, architecture, landscaping and sustainability. Administration can refer developments to the panel for comment, and the recommendations of the panel are considered by Administration or Council when making a determination on the development approval.
- Advisory Groups – since 1995, the City has had a number of groups comprising of community members and Council Members. The groups operate in accordance with the City's Advisory Groups Policy

3.2 AGENDA AND MINUTES

3.2.1 AGENDA

It is a requirement of the ACT that the CEO provides 72 hours' notice of the date, time and place of an Ordinary Meeting of Council, and provides an agenda for the meeting. The City circulates the agenda for the Council Briefing on the Wednesday prior to the Briefing, and on the Friday prior to the Meeting.

Well-structured agendas lead to efficient and effective Council Briefings and Meetings, and in turn result in good decision-making.

The City's agendas comprise of reports prepared by Administration.

Council reports are to provide adequate, necessary, factual and unbiased information to enable Council Members to make informed decisions on matters before them.

Reports must demonstrate alignment with the City's strategic objectives, adopted budget, and risk and opportunity appetite, where relevant to the decision being sought. Where a proposal does not align, the report must clearly identify the area of divergence and provide a reasoned justification for Council's consideration.

Council reports must address the key considerations relevant to the decision, in a manner proportionate to the complexity and impact of the matter.

Depending on the nature of the proposal, reports may include information addressing matters such as:

- Recommendation
- Purpose of Report
- Delegation
- Background
- Details
- Consultation / Advertising
- Legal / Policy Implications
- Risk Management Implications
- Strategic Implications
- Sustainability Implications
- Public Health Implications
- Financial / Budget Implications
- Comments

3.2.3 MINUTES

Regulation 13 of the Local Government (Administration) Regulations 1996 prescribes that unconfirmed minutes of each Council meeting are to be available to the public within 10 business days after the meeting.

The minutes of a Council Meeting comprise of all items considered at the meeting and include details of members present, all motions, their movers, the outcome of motions, details of each decision, summary of public questions, disclosures of interest and all attached documents except ones closed to members of the public.

In the interests of accountability and transparency, the City circulates the minutes on the Friday following the Meeting. If for any reason the Minutes are not available for circulation by the Friday, an explanation is provided on the website.

The minutes are confirmed at the first Council Meeting immediately thereafter.

3.3 MEETING PROCEDURES

Council have adopted a Meeting Procedures Local Law that sets out the conduct, process and protocols of Council meetings and Briefings. The Meeting Procedures Local Law is required to be reviewed every eight years.

Council have also adopted a Meeting Procedures Policy which provides high level clarification on the conduct of Council Meetings and Briefings, where not addressed in the Meeting Procedures Local Law. The policy is supported by the Council Proceedings Guidelines which are publicly available and linked within the policy.

3.4 DECISIONS ON LAND USE PLANNING & DEVELOPMENT

Development and land-use proposals may need to be assessed and approved through a development application under Local Planning Scheme No. 2. The authority responsible for determining the application will depend on the type and scale of the proposal. It may be decided by Council, the Administration, the State Development Assessment Unit (SDAU), or the Metropolitan Inner-North Joint Development Assessment Panel (JDAP).

CITIZENSHIP
Ceremony

3.5 CONFLICT OF INTEREST

Council Members, CEOs and employees must make decisions in the best interests of their community. To do this, they must consider each issue on its merits.

A conflict of interest occurs when a person's position within the City of Vincent, or their financial or other personal interests, affect, have the potential to affect, or could have the appearance of affecting, their judgement, objectivity or independence.

Decision-making could be influenced, or perceived to be influenced, in a number of ways, including through financial relationships, personal relationships and the receipt of gifts. Conflicts of interests may arise from a number of sources, including friends, relatives, close associates, financial investments, business interests or dealings or past employment.

The ACT and related party declaration requirements of the Australian Accounting Standard set out requirements for Council Members, CEOs and local government employees to disclose interests to ensure transparency and accountability in decision-making.

Council Members, the CEO and employees must declare any actual or perceived conflict of interest between their personal interests and the impartial fulfilment of their professional duties in accordance with the requirements outlined below.

3.6 DISCLOSURE OF INTERESTS AFFECTING IMPARTIALITY

An impartiality interest does not apply to an interest referred to in section 5.60 of the ACT – i.e. it does not include financial or proximity interests.

3.6.1 COUNCIL MEMBERS

In accordance with clause 22 of the Nominated Members Code, a Council Member who has an impartiality interest in any matter to be discussed at a council or committee meeting attended by the Council Member must disclose the nature of the interest:

a) in a written notice given to the CEO before the meeting; or
b) at the meeting immediately before the matter is discussed.

**5.60B. Proximity interest*

1. *For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns —*
   a) *a proposed change to a planning scheme affecting land that adjoins the person's land; or*
   b) *a proposed change to the zoning or use of land that adjoins the person's land; or*
   c) *a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.*
2. *In this section, land (the proposal land) adjoins a person's land if —*
   a) *the proposal land, not being a thoroughfare, has a common boundary with the person's land; or*
   b) *the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or*
   c) *the proposal land is that part of a thoroughfare that has a common boundary with the person's land.*
3. *In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.**

3.6.2 EMPLOYEES & CONTRACTORS

In accordance with the Employee Code of Conduct and the Administration Regulations, employees who have an impartiality interest in a matter must disclose that interest:

1. where they are attending the council or committee meeting at which the matter is being discussed; or
2. if they have given, or will give, advice in respect to the matter at a council or committee meeting not attended by the employee.

In the first instance, the interest must be disclosed in writing to the CEO before the meeting or at the meeting immediately before the matter is discussed. In the second instance, the interest must be disclosed in writing to the CEO before the meeting or at the time the advice is given by the employee.

The City maintains a register of staff conflicts of interest, and any staff disclosing a conflict of interest that cannot be appropriately managed will be removed from the decision-making process.

3.7 FINANCIAL & PROXIMITY INTERESTS

Council Members and employees must comply with the laws governing financial interests, including the disclosure of financial interests, set out in the ACT. Sections 5.59-5.90 of the ACT establish the requirements for disclosure by Council Members and employees and contractors of financial interests (including proximity interests).

The onus is on Council Members, employees and contractors to identify possible financial interests (including proximity interests and non-financial interests), to determine whether an interest exists and whether any statutory exemption applies.

**The statutory definition of a financial interest is set out in section 5.60A of the Local Government Act 1995 as follows:*

5.60A. Financial interest

For the purposes of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person."

The ACT requires you to disclose a proximity interest that you, or a person with whom you are closely associated, has in a matter before Council or a Committee.

A proximity interest arises if:

- a proposed change to a planning scheme affects land that adjoins your land;
- a proposed change to the zoning or use of land that adjoins your land; or
- a proposed development of land that adjoins your land (development refers to the development, maintenance or management of the land or of services or facilities on the land).

The existence of a proximity interest is established purely by the location of land. A financial effect on the valuation of your land or on the profitability of your business does not have to be established. It is therefore important that you fully understand when a proximity interest exists.

The person's land referred to is both land in which you, or a person with whom you are closely associated, has any estate or interest.

Land that adjoins a person's land is defined by the ACT as land that:

- not being a thoroughfare, has a common boundary with the person's land
- is directly across a thoroughfare from the person's land or
- is that part of a thoroughfare that has a common boundary with the person's land

The statutory definition of a proximity interest is set out in section 5.60B of the Act as follows:

3.8 RELATED PARTY DISCLOSURES

In July 2016, the scope of the Australian Accounting standard (AASB) 124 Related Party Disclosures was extended to local governments. The standard requires key management personnel (Council Members, CEO and Directors) to disclose information about transactions that have occurred between the local government and its key management personnel or their related parties.

At the end of each respective financial year, key management personnel must disclose information about transactions that have occurred between themselves, or their related parties, and the City. Examples of 'related parties' include close family members (typically spouse and any dependents), companies and trusts under their control.

The City is committed to complying with the disclosure requirements for related party transactions under the standards. Disclosure of relevant related party information provides greater transparency and identifies potential conflicts of interest.

3.9 PRIMARY & ANNUAL RETURNS

Council Members and 'designated employees' are required to complete primary and annual returns in accordance with the requirements of Division 6 of Part 5 of the ACT. Primary and annual outline financial interests, including property ownership. These interests could give rise to a conflict of interest.

Section 5.75 of the ACT requires Council Members and 'designated employees' to complete a Primary Return within three months of commencing in their role.

A primary return is a snapshot of personal financial information as it exists at the time of commencement.

At the end of each respective financial year, Council Members and 'designated employees' must complete an Annual Return, which discloses any changes to the information previously disclosed in their Primary Return or new interests that have accumulated since completing their Primary Return or last Annual Return.

The penalty for not completing your primary and annual return is a fine of $10,000; and a daily penalty of a fine of $500 for each day or part of a day during which the offense continues.

Primary Returns and Annual Returns assist with the decision-making process as they highlight an individual's interests at a particular point in time, thereby clarifying whether a conflict of interest may arise.

A relevant person is defined under section 5.74 of the Local Government Act 1995 as a person who is a:

- Mayor or president
- Council Member
- designated employee

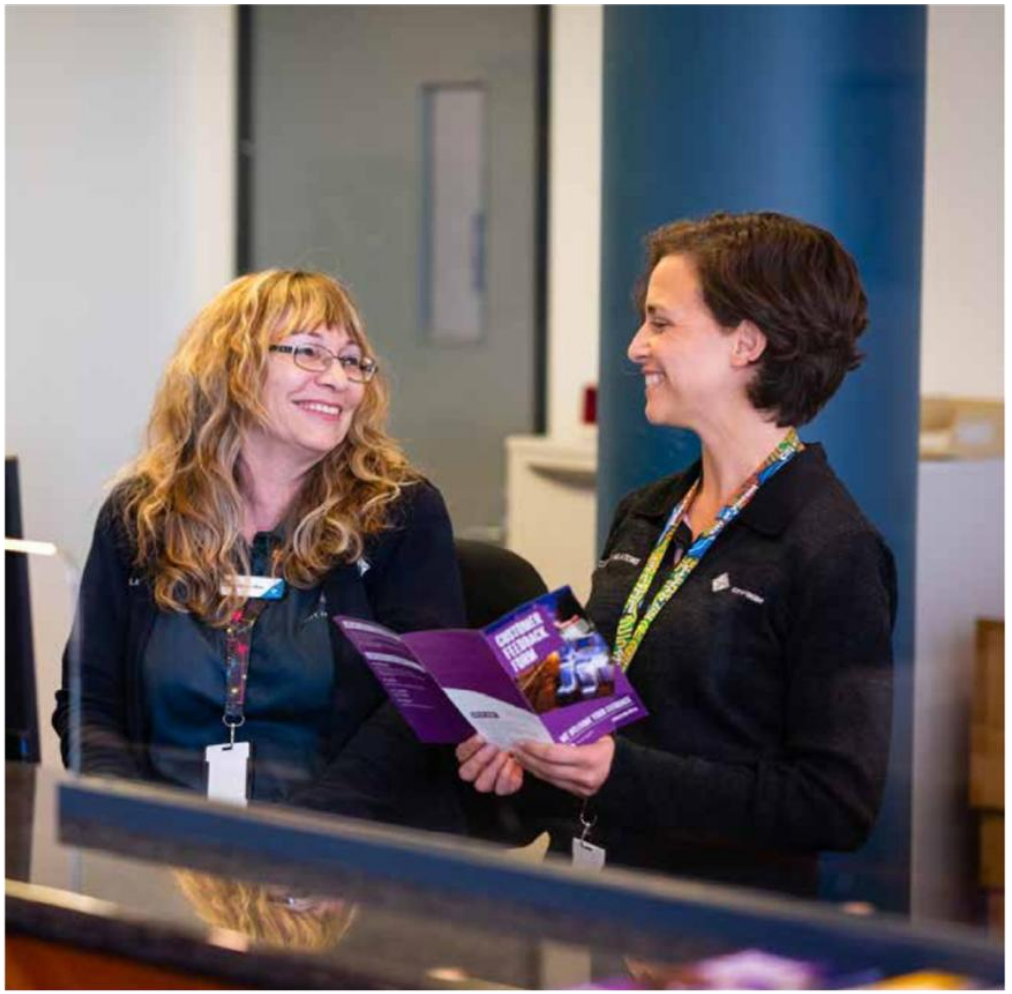
Designated employees include:

- CEO
- employees with delegated powers and duties under Part 5, Division 4 of the Act
- employees who are members of committees comprising elected members and employees
- other employees nominated by the local government

3.10 GIFTS

It is the City's position that Council Members, the CEO and employees should not seek or accept (either directly or indirectly) any immediate or future gift (including any financial benefit, reward, donation or hospitality) for themselves, or for any other person or body, as a result of their role with the City.

However, it is acknowledged that there may be instances when receiving a gift is unavoidable or when refusal of a gift may be impossible or impractical. These circumstances will depend on the cultural context of the giving of a gift, the nature of the gift (perishable food or beverages or of no monetary value) and the relationship with the person giving the gift. In such a circumstance, the gift may be accepted on behalf of the City but should be disclosed in accordance with the requirements outlined below.



3.10.1 COUNCIL MEMBERS

It is the City's position that any gift received (and not able to be returned) by a Council Members and valued above $50 is to be disclosed and included in the City's Register of Gifts within 10 days of receiving the gift. This requirement goes beyond the legislative requirement, which requires disclosure of gifts above $300 only.

The Department of Local Government, Industry Regulation and Safety (LGIRS) has prepared the frameworks shown at attachments A, B, and C to assist Council Members and CEO's in disclosing gifts.

In accordance with the ACT, Council Members (section 5.87A) and CEOs (section 5.87B) are required to disclose gifts that are received in their capacity as an Council Members or CEO and:

- are valued over $300 or
- are of a cumulative value that exceeds $300 where the gifts are received from the same donor in a 12-month period

Additionally, a gift given by two or more related bodies corporate (as defined by section 50 of the Corporations Act 2001 (Cth)) is considered to have been given by a single corporation.

The current and previous register of gifts are publicly available on the City's website.

These provisions recognise that a relationship is created between the donor and a recipient of a gift that could be perceived to affect decision-making. The reason for the receipt of the gift is irrelevant. This means that if the gift is received in a Council Member or CEO's personal capacity it still needs to be disclosed in accordance with the ACT requirements (there are a number of exemptions, which relate to gifts from family members).

The primary consideration is whether there is a matter before Council that the donor could benefit or suffer detriment as a result of.

Council Members should not participate in any part of the Meeting that involves the donor (section 5.67). Council Members must disclose the interest, in accordance with section 5.65, in writing to the CEO before the Meeting or immediately before the matter is discussed.

The CEO is also bound by these requirements and must not be involved in the preparation of the report to Council, either directly or indirectly (section 5.71A).

**The statutory definition of a gift is set out in section 5.57 of the Local Government Act 1995 as follows:*

5.57. Terms used

In this Division, unless the contrary intention appears — gift means —

a) *a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or*

b) *a travel contribution; travel includes accommodation incidental to a journey; travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person.**

The penalty for not disclosing a gift is a fine of $10,000; and a daily penalty of a fine of $500 for each day or part of a day during which the offense continues.

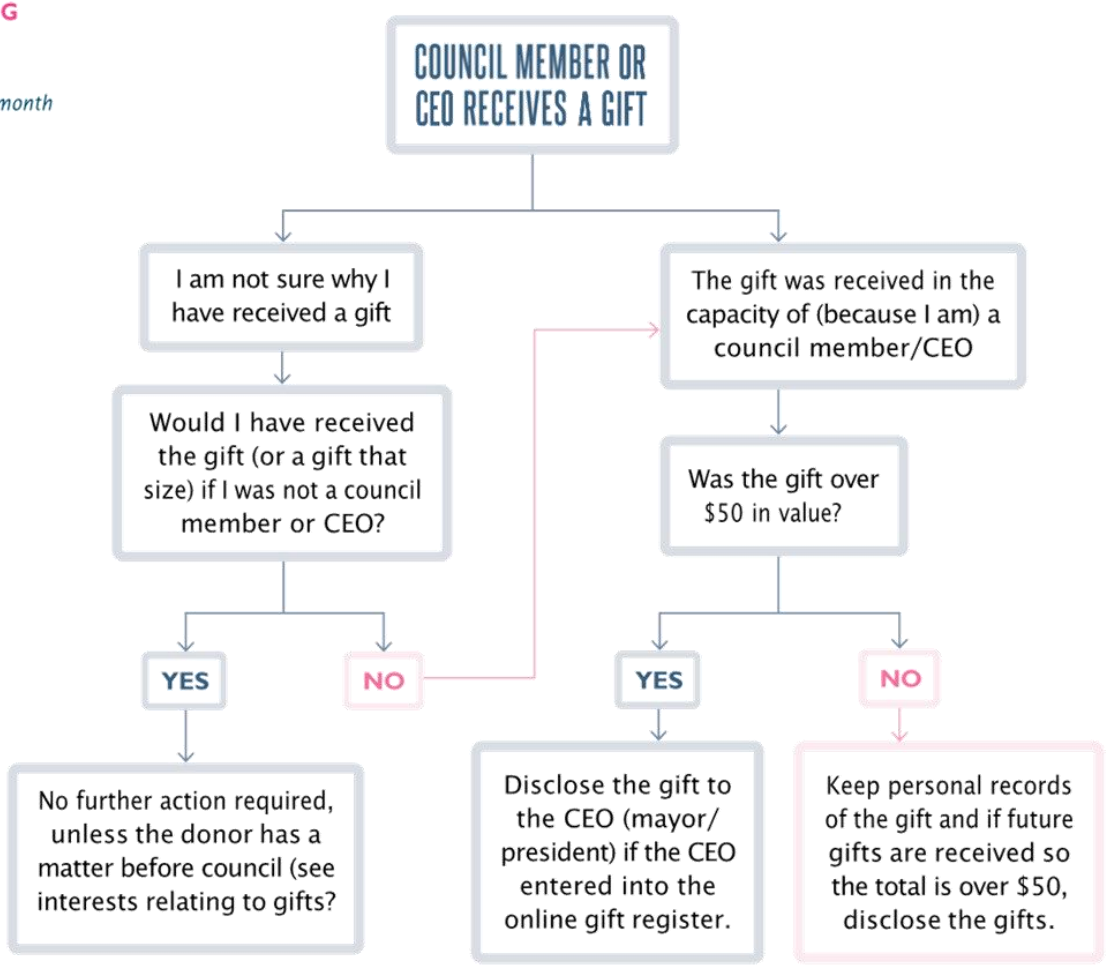
**5.71A CEOs to disclose interests relating to gifts in connection with advice or reports*

1. *A CEO who has an interest relating to a gift in a matter in respect of which the CEO proposes to provide advice or a report, directly or indirectly, to the council or a committee must disclose the nature of the interest in a written notice given to the council.*
2. *A CEO who makes a disclosure under subsection (1) must not provide the advice or report unless the CEO is allowed to do so under section 5.71B(2) or (6).*
3. *A CEO who has an interest relating to a gift in a matter in respect of which another employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when the advice or report is provided.*

The penalty for this subsection: imprisonment for 24 months and a fine of $24,000

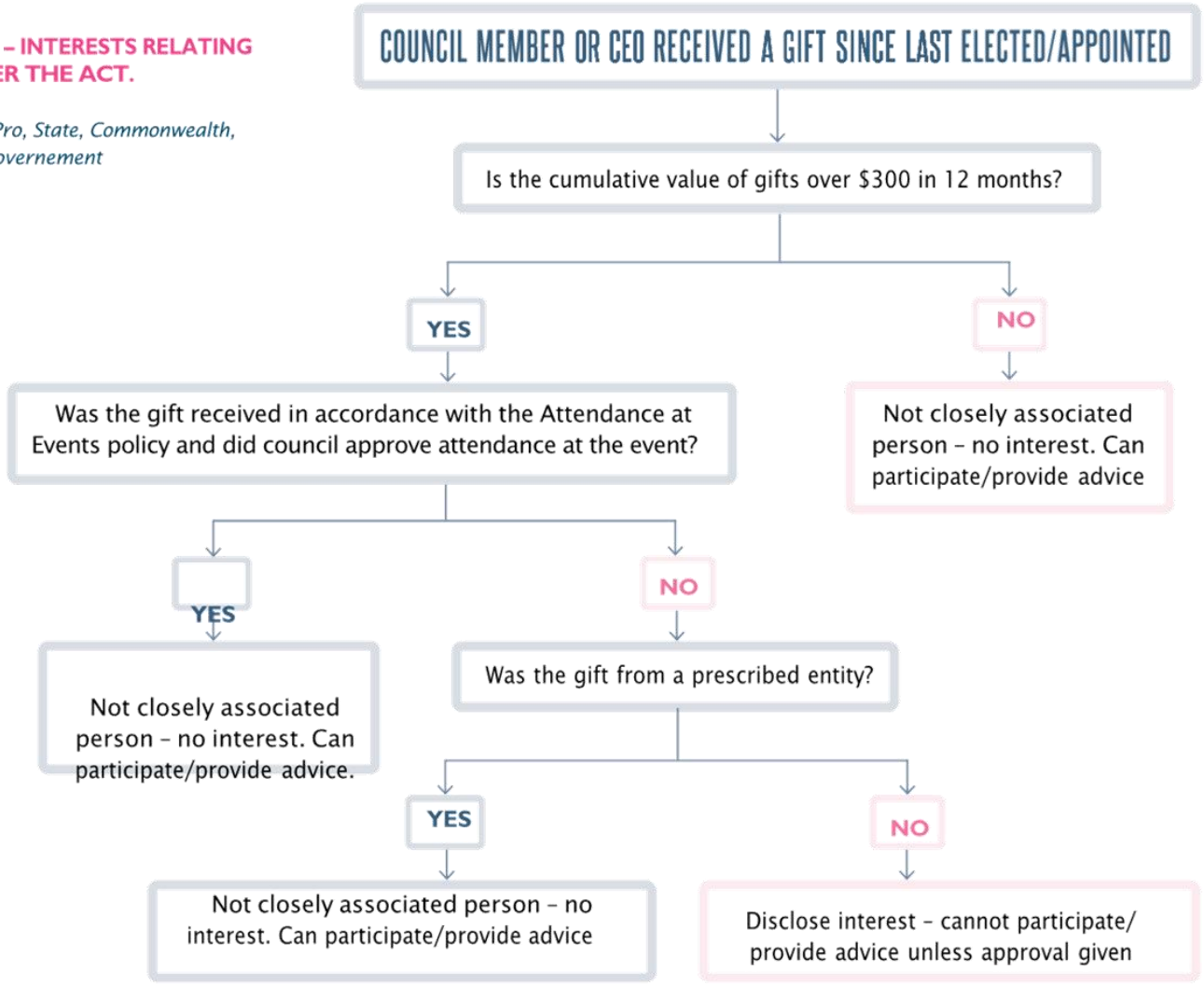
ATTACHMENT A – GIFT REPORTING FRAMEWORK

**Or a series of gifts from a person in a 12-month period was over $50 in value*

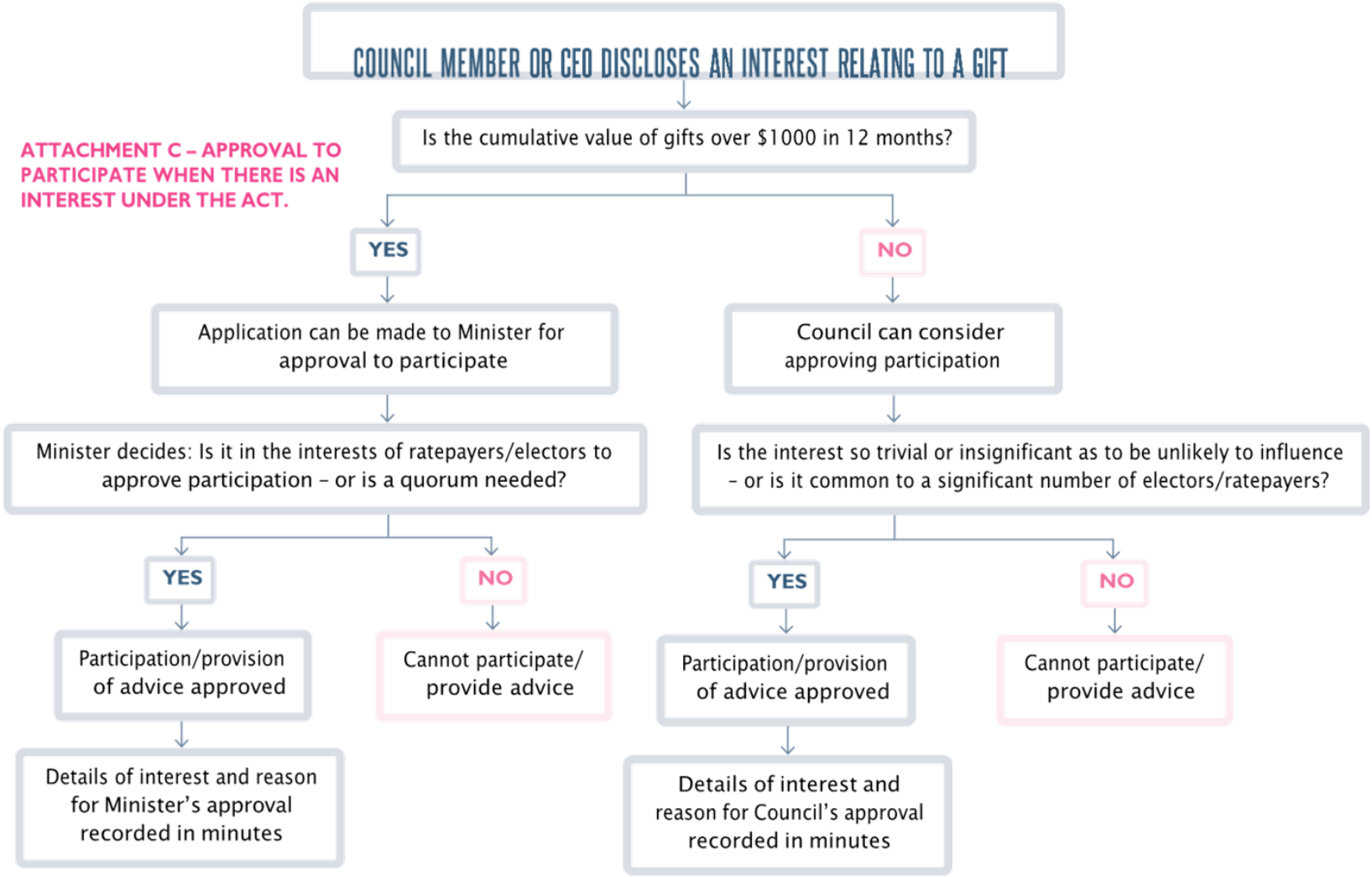


ATTACHMENT B – INTERESTS RELATING TO GIFTS UNDER THE ACT.

**WALGA, ALGA, LGPro, State, Commonwealth, Territory or local governement*



ATTACHMENT C – APPROVAL TO PARTICIPATE WHEN THERE IS AN INTEREST UNDER THE ACT.



GOVERNANCE FRAMEWORK | 47

3.11 CONTACT WITH DEVELOPERS

Contact with developers is a normal and necessary function of the role of a Council Member.

However, the nature and frequency of that contact can sometimes lead to allegations or perceptions of bias, influence or even corruption being made towards Council Members. Ensuring that decision-making processes are open and transparent reduces the opportunities for such allegations or perceptions to be raised.

Council Members are to record any prescribed contact they have with developers on the Contact with Developers Register in accordance with the Council Member Contact with Developers Policy.

The Council Member Contact with Developers Register is maintained by the CEO and published on the City's website.

3.12 DELEGATIONS

Some legislation confers powers on local governments to allow Council to delegate power to a committee of the local government, the local governments CEO or in limited circumstances other persons or employees.

The purpose of delegating a power is to allow matters that are routine, may have a time constraint or can change rapidly to be dealt with efficiently.

The extent of delegation, conditions that may be applied, records that must be kept and the review and amendment processes depend on the various heads of power in the Acts' themselves.

Delegates exercise the delegated decision-making function in their own right, in other words they have discretionary decision-making powers. The use of delegated authority means that a large volume of routine work can be effectively managed and acted on promptly, which in turn facilitates efficient service delivery to the community.

In situations where an employee has been delegated a power or duty by the CEO, and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and must either disclose the nature of the interest to the CEO (or should the employee be the CEO, disclose the nature of the interest to the Mayor).

The City's **Register of Delegation, Authorisations and Appointments** is reviewed by Council on an annual basis and is available on the City's website.

This register includes:

- delegations from Council to the CEO
- sub delegations from CEO to other employees
- appointments of authorised persons appointments of other employees

**The provisions of the ACT which provide for delegations by a local government or its CEO are as follows:*

- *Section 5.16(1), states: 'Under and subject to section 5.17, a local government may delegate to a committee any of its powers and duties other than this power of delegation.'*
- *Section 5.42(1), states: 'A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43; or the Planning and Development Act 2005 section 214(2), (3), or (5).'*
- *Section 5.44(1), states: 'A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.'*
- *The Act has been framed in a way that determines whether powers and duties can be delegated or not. If the term 'council' is used then it is the council itself which must carry out that function. If the term 'local government' is used then it may be possible to use delegation, subject to any other express powers against delegation or the desirability in using 'acting through' where it may be a better way of carrying out the power or duty.**

3.12.1 CONCEPT OF ACTING THROUGH

Employees do not always need delegations or sub delegations to carry out their tasks and functions on behalf of the local government. Basically, a function may be undertaken through the "acting through" concept where a person has no discretion in carrying out that function – the outcome will not be substantially different regardless of the circumstances or who exercised the power.

The key difference between a delegation and acting through is that a delegate exercises a decision-making function in his or her own right. For example, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to "act through" another employee.

3.12.2 AUTHORISED PERSONS

Authorised persons are given powers to do certain things under an Act, regulation or local law; usually to issue an infringement, make inquiries, enter on to property, issue a notice or to enforce a provision.

The CEO has been delegated the authority to appoint authorised persons for the purpose of fulfilling prescribed functions within the Act and its subsidiary legislation, including Local Government Regulations, the *Local Government (Miscellaneous Provisions) Act 1960* and Local Laws made under the Act.

An authorised person, once appointed, is responsible for fulfilling the powers and duties assigned under law to an authorised person, which may be specified or limited in an Act or regulation, or the certificate of authorisation.

3.13 EXECUTIVE FUNCTIONS

The executive functions of the City are to administer its local laws and to provide services and facilities deemed necessary for the good governance of the community.

Services and facilities are managed to ensure that they integrate and not duplicate with any services provided by the State, Commonwealth or any public body.

**3.18. Performing executive functions*

1. *A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.*
2. *In performing its executive functions, a local government may provide services and facilities.*
3. *A local government is to satisfy itself that services and facilities that it provides:*
   - **a)** *integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body; and*
   - **b)** *do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and*
   - **c)** *are managed efficiently and effectively.**

3.14 POLICIES

Section 2.7(2)(b) of the Act states that the Council is to "determine the local government's policies".

Policies, together with plans and strategies, guide decision-making by Council and Administration and provide a clear framework for the delivery of the City's strategic objectives. Council may make, amend or repeal policies and other corporate documents to ensure that they are consistent with relevant legislation and aligned with the Strategic Community Plan.

In some cases, policies are prepared under statutory instruments, such as local planning policies made under the City's Local Planning Scheme. Where this occurs, the legal effect of the policy is governed by the relevant statutory framework. To support a consistent and transparent approach to the development, review and management of corporate documents, the City has adopted a Corporate Document Development Framework. This framework ensures that the City's policies, plans and strategies:

- align with the priorities of the Strategic Community Plan
- are developed and reviewed in a structured and consistent manner
- remain contemporary, relevant and reflective of community expectations
- support clear accountability and informed decision-making.

The key components of this framework include:

- the **Corporate Document Development Policy**, which establishes the legislative hierarchy of corporate documents and sets out principles for consultation, adoption, review and repeal
- the **Corporate Document Register and Review Plan**, which provides a central record of corporate documents and their review status
- an approved **review schedule**, which supports regular and systematic review of corporate documents and reporting to Council.

Together, these elements provide assurance that the City's corporate documents are well-governed, strategically aligned and subject to ongoing review.

3.15 LOCAL LAWS

The Council is responsible for adopting a set of local laws under Division 2 section 3.5 of the Act.

Council, when making local laws, must be aware of their legislative effect and the process as outlined in the Act.

The Local Laws reflect community standards and provide for the good governance of the City.

The process for adopting local laws provides the community with a six-week advertising period to allow for the opportunity to comment on proposed local laws. The local law is then presented once more to Council and any public submissions are considered. Upon final adoption the local laws are gazetted and considered by the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

The City is required to review all its local laws every fifteen years from the date they came into operation or from the date, they were last reviewed. This review process also allows for community consultation and feedback.

The City has the following local laws:

- Animal Local Law 2022
- Fencing Local Law 2008
- Health Local Law 2004
- Local Government Property Local Law 2021
- Parking Local Law 2023
- Meeting Procedures Local Law 2008
- Trading in Public Places Local Law 2008

PRINCIPLE 4 - COMMITMENT TO SUSTAINABILITY

The City recognises the importance of not only addressing the current needs of the community, but also the needs of future generations.

To do this, the City must operate in a manner, which considers the long-term environmental, financial and resource implications.

4.1 ENVIRONMENTAL

This commitment is led by the Sustainable Vincent Framework 2025-2028, which sets priority areas including climate action, resilient infrastructure, a healthy and thriving city, responsible investment, resource conservation, and regenerative, green and biodiverse places.

Our environmental focus is delivered through the Enhanced Environment Strategy 2025-2030, which sets practical objectives and targets for water conservation and management, urban greening and biodiversity, and resource conservation and waste—for example increasing tree canopy on City land and private land, reducing scheme and groundwater use, and cutting waste to landfill while embedding circular economy principles in City operations.

These documents align with our Strategic Community Plan and support the City's pledge to achieve operational net zero by 2030.

4.2 FINANCIAL MANAGEMENT

The CEO is accountable to Council for the financial performance of the City. The CEO must ensure that certain fundamentals are in place including, but not limited to:

- appropriate financial systems, plans, strategies and protocols
- adequate resources to support the City's activities and financial monitoring and performance
- suitable internal review and audit mechanisms
- an organisational culture where responsibility and accountability are clearly delineated and understood
- adherence to and compliance with legislative provisions

4.2.1 ASSET MANAGEMENT

In accordance with section 5.56(1) of the Act, local governments are required to plan for the future, which includes the management of assets. The asset management plan and strategy will inform the annual budget and LTFP.

The purpose of the City of Vincent Asset Management and Sustainability Strategy (AMSS) is to provide a strategic framework that guides the:

- planning, management and provision of assets
- renewal and investment in assets
- utilisation and rationalisation of assets
- best use of resources for the benefit of current and future generations

The AMSS has four key objectives to meet the City's asset sustainability goals:

1. having enough funds to keep our assets up to date
2. keeping our historic assets safe for use
3. future planning for sustainable assets
4. making sure our assets meet current and emerging community needs

The AMSS is intended to guide the management of the City's asset portfolio over the next 10 years with regular review of progress of the Implementation Plan.

The Asset Management and Sustainability Strategy 2020 – 2030 (AMSS) Implementation Plan provides detailed and technical guidance around the planning, management and provision of the City's assets and was endorsed by Council in November 2021.

**The Department of Local Government, Industry Regulation and Safety (DGIRS) guidelines state that:*

*"Asset management is critical to meeting local government strategic goals within an Integrated Planning and Reporting approach. Asset Management Policies, Asset Management Strategies and Asset Management Plans (AMP) are informed by, and in turn inform, the community aspirations and service requirements in the Strategic Community Plan.**

PRINCIPLE 5 – ACCOUNTABILITY

Local Governments should be accountable for their actions and have systems in place that support and reinforce this responsibility.

Excellence in governance is based on the premise that everyone involved – both Council Members and the Administration- if held accountable for their conduct and decisions.

Accountability means ensuring Council Members, the CEO and are responsible for the local government's performance. The public's trust in the public sector, and in Council Members to act in the public interest, is justified by how effectively and responsibly these duties are carried out.

5.1 COMPLIANCE AUDIT

Local governments are required to undertake a compliance audit in the prescribed manner and in a form approved by the Inspector, and to report the results to Council.

The Compliance Audit Return (CAR) is reviewed by the Audit, Risk and Improvement Committee prior to being presented to Council for consideration and approval, in accordance with the *Local Government (Audit) Regulations 1996*.

The timing for completion and submission of the CAR is prescribed by the Inspector.

For the 2025-26 reporting period, the submission deadline has been deferred to 30 September 2026 as a transitional arrangement associated with the introduction of the Local Government Inspectorate.

5.1 AUDIT, RISK & IMPROVEMENT COMMITTEE

The Audit, Risk and Improvement Committee (Committee) supports Council by providing independent advice and assurance in relation to the local government's audit, risk management, internal control, legislative compliance and continuous improvement frameworks.

The Committee's role includes reviewing and making recommendations to Council on matters relating to:

- financial management and reporting;
- risk management and internal control systems;
- legislative compliance;
- internal and external audit planning, conduct and reporting; and
- opportunities for continuous improvement in governance, systems and processes.

The Committee's primary objectives are to:

- provide independent oversight of internal and external audit activities;
- liaise with the local government's internal and external auditors to support effective audit outcomes;
- review the adequacy and effectiveness of risk management, internal control and compliance frameworks; and
- support a culture of continuous improvement across the organisation.

Reports and recommendations from the Committee assist Council in discharging its legislative responsibilities, including oversight of financial management, risk and compliance, and ensuring transparency and accountability in the conduct of the local government's affairs.

The Committee promotes openness in financial and performance reporting and works with the Chief Executive Officer to support the effective and efficient operation of the local government's systems, processes and controls.

In performing its role, the Committee facilitates:

- the credibility and objectivity of financial and non-financial reporting;
- effective management of strategic, operational and financial risks, and protection of local government assets;
- compliance with applicable legislation and adoption of better-practice governance principles;
- coordination between internal and external audit activities; and
- effective communication between the external auditor, internal auditor, the Chief Executive Officer and Council.

5.3 CUSTOMER SERVICE & COMPLAINTS MANAGEMENT

The City has adopted a Customer Service Charter, which reflects the City's commitment to providing quality service and outlines what the community can expect from the City.

Customer service requests or complaints are processed in accordance with the Complaint Management Policy.

The City strives to provide a friendly, professional and efficient service which meets the needs of the community.

5.4 ACCESS TO INFORMATION

Section 5.94 of the ACT sets out certain Local Government information that members of the public can inspect with limits on those rights detailed in Section 5.95.

The Western Australian Freedom of Information Act 1992 gives people a right to access documents of an agency, subject to the sensitivity of the document and the exemptions applied pursuant to the Act. The Act is designed to make state and local governments more open and accountable to the public by creating a general right of access. The City of Vincent is committed to transparency and accountability and seeks to provide members of the public with access to information in the most time efficient and low- cost methods, while ensuring the privacy of staff and the public is protected.

This position has been formalised in the following documents:

- Freedom of Information Statement 2025
- Freedom of Information Access Arrangements
- Freedom of Information Requests Policy

5.5 INFORMATION PRIVACY

The City of Vincent views privacy compliance as an integral part of its commitment to accountability and integrity across all its activities and programs. The City is committed to complying with all laws governing the collection, storage, and handling of personal and sensitive health information that it holds or receives.

Consequently, we will:

- Only collect personal information when necessary for it core or related functions, with consent, or as authorised by law.
- Only use or disclose personal information for the purpose it was collected, or for another lawful and appropriate purpose such as a related function, with consent, or to protect the safety of individuals.
- Take all necessary measures to prevent unauthorised access of disclosure.

5.6 PERFORMANCE MANAGEMENT & REPORTING

The Council is accountable for monitoring performance in the achievement of the City's strategic direction, goals and financial outcomes.

The management of the City's performance and the reporting of that performance to the community is achieved in several ways.

5.6.1 ANNUAL FINANCIAL REPORT

Section 5.53 of the Act requires local governments to prepare an annual report that contains a financial report for the proceeding financial year. The report provides information about the City's financial activities, income and expenditure.

The City's Annual Financial Report is to be audited by an external auditor and is to be considered by the Audit, Risk and Improvement Committee before being submitted to Council for adoption.

5.6.2 ANNUAL REPORT

In accordance with section 5.53 of the Act the City prepares an Annual Report each financial year.

The Annual Report is the City's key reporting document that details a summary of the activities throughout each year, and outlines progress made towards strategic objectives set out in guiding strategic documents.

5.6.3 CEO PERFORMANCE REVIEW

Section 5.38 of the Act requires Council to review the performance of the CEO at least once each year. Conducting this review is an important function of Council because the CEO is Council's only employee and it is through this review process that Council can also review the performance of the organisation.

The CEO Annual Performance Review Policy sets out the manner in which this annual review is to be conducted.

5.6.4 EMPLOYEE PERFORMANCE REVIEW

In accordance with the Act, the performance of all employees is to be reviewed at least once in relation to every year of their employment.

The City's performance and development procedure ensures the consistent review of employee performance and development and encourages open and honest communication between employees and leaders.

5.6.5 ORGANISATIONAL PERFORMANCE PROGRAM

The Organisational Performance Program (OPP) is a City of Vincent strategic initiative to continuously improve how services are delivered to the community. Through a structured and transparent approach, the OPP ensures that services are appropriate, effective and efficient, aligning with community needs and future priorities.

CITY OF VINCENT
244
ADMINISTRATION & CIVIC CENTRE
244 VINCENT STREET LEEDERVILLE 6007

Review of the Governance Framework

The Governance Framework will be reviewed following each ordinary local government election, with any proposed amendments to be presented to Council for adoption within six months of the election.

REVISIONS

OFFICE USE ONLY			
REVIEW	**COUNCIL ITEM**	**CM REF**	**DETAILS**
18/08/2020	OMC – 12.5 Minutes	D20/148041	Adoption
20/10/2020	OMC – 9.4 Minutes	D20/195873	Updated to include priority health outcome consideration from the Public Health Plan 2020 – 2025 in Council reports.
22/06/2021	OMC – 12.4 Minutes	D21/106344	Updated to reflect the division of the codes of conduct, procedural requirement for dealing with complaints about alleged breaches of the behaviour and updated gift and conflict of interest provisions in line with the new regulations.
16/11/2021	OMC – 9.7 Minutes	D21/206878	Reviewed after local government election in consultation with Council Members. Updates detailed in report 9.7.
18/10/2022	OMC – 12.2 Minutes	D22/185226	A minor amendment to the Contact with Developers section to reflect amendments to the Council Member Contact with Developers Policy. The policy was updated to require Council Members to record every instance of contact with a developer, including where contact occurs prior to the lodgement of a development application.
23/04/2024	OCM – 12.1 Minutes	D24/42002	Reviewed after local government election in consultation with Council Members. Updates detailed in report 12.1.

Administration and Civic Centre
A: 244 Vincent St, Leederville WA 6007
T: 08 9273 6000
E: mail@vincent.wa.gov.au
W: vincent.wa.gov.au

This document is available in other formats and languages upon request.

COV1591

CITY OF VINCENT
GOVERNANCE
FRAMEWORK 2024

Acknowledgement of Country

The City of Vincent acknowledges the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past and present.

We recognise the unique and incomparable contribution the Whadjuk people have made and continue to make to our culture and in our community. We will continue to seek the input of the Traditional Owners.

The land on which we live, meet and thrive as a community always was and always will be Noongar land.

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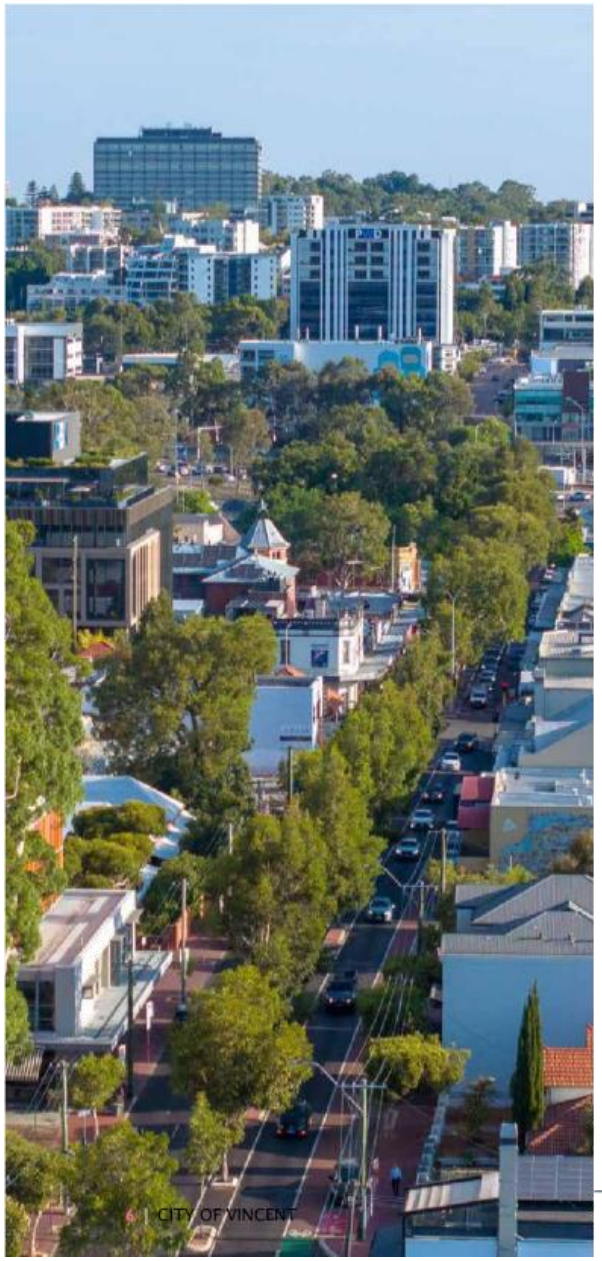


PURPOSE OF THIS GOVERNANCE FRAMEWORK

This document combines legislative requirements, strategic direction, corporate systems and roles and relationships that are involved in establishing good governance at the City of Vincent.

It serves as a comprehensive guide that can be used for various purposes including:

- Providing community insight into the intricacies of local government and the responsibilities of Council Members.
- Providing standard principles to guide Council Members and staff in their decision-making and service delivery.
- Affirming the importance of good governance principles within both Council and Administration.
- Serving as an addition to the induction program provided to new Council Members.

LOCAL GOVERNMENT DEFINED

Local government in Western Australia is established under the *Local Government Act 1995* (Act) and is the third sphere of government in Australia. Local government has legislative responsibility for many functions and activities that are relevant to a local community, including waste management, road maintenance and rates collection.

As the level of government often seen as the 'closest' to the community, ~~local government activities relate to matters that are essential to people's lives and significantly affects their quality of life.~~ local government handles essential services and activities that directly shape people's daily lives and overall quality of life. This includes organising local community events, providing community spaces and recreation areas, and creating liveable neighbourhoods.

WHAT IS GOVERNANCE?

Local governments in Western Australia must carry out their functions in accordance with the ~~LGA~~ACT and associated regulations.

Governance provides the structure through which a local government's vision and objectives are achieved within a context of competing and changing social, economic and environmental issues.

GOVERNANCE PRINCIPLES

Good governance in local government is underpinned by clear principles that support effective leadership, sound decision-making, accountability and long-term sustainability.

The City of Vincent's Governance Framework is based on the following five principles:

· Culture and Vision
· Roles and Relationships
· Decision-making and Management
· Accountability
· Commitment to Sustainability

These principles reflect contemporary good governance practice in Western Australian local government and guide how decisions are developed, implemented and reviewed.

~~**The CPA publication Excellence in Governance in Local Government 2007 includes four principles that provide a clear foundation for good governance:**~~

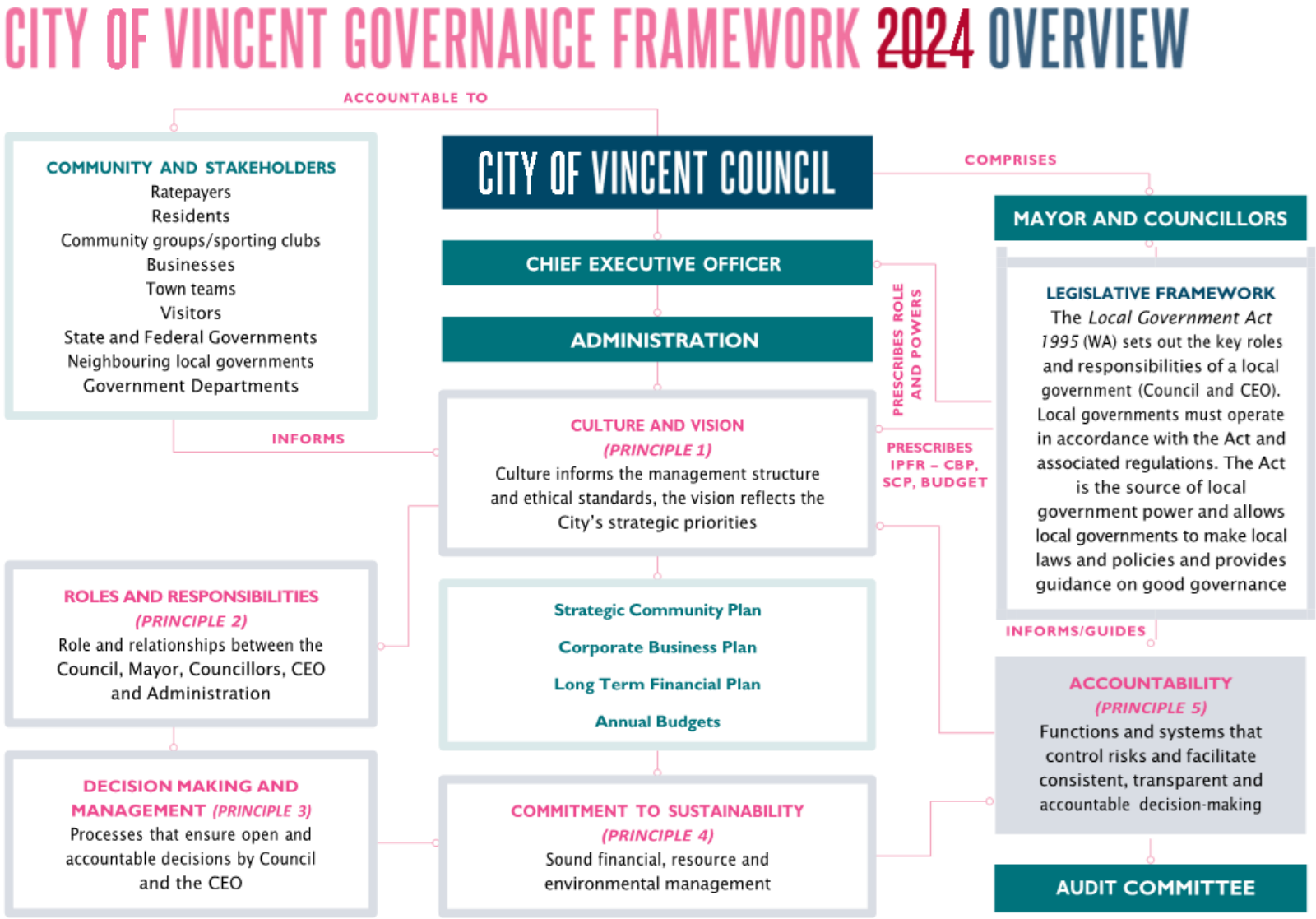
~~1. Culture and Vision~~
~~2. Roles and Relationships~~
~~3. Decision-making and Management~~
~~4. Accountability~~

~~The City has developed this framework based on the above four principles and has included an additional principle – 5. Commitment to Sustainability.~~

~~These five principles govern the City's decision-making. All decisions, policies, plans and strategies should be made with reference to the five principles. This should ensure legislative compliance, alignment with the City's strategic vision, transparency, and accountability.~~

~~Adherence with the five principles is the responsibility of Council, individual Council Members, the CEO and all staff. Every decision made should be in alignment with the five governance principles and reflect best practice in governance.~~

This Governance Framework divides each principle into a series of sub-categories, each. Each sub-category is defined in the context of good governance and the sub-categoriesits application to the City. The Governance Framework OOverview below demonstrates the connection between the legislative framework all local governments must operate in accordance withgoverning local governments, the role of the community in informing and holding the Council to account, and the five governance principles.


CITY OF VINCENT GOVERNANCE FRAMEWORK 2024 OVERVIEW
ACCOUNTABLE TO
COMMUNITY AND STAKEHOLDERS
Ratepayers
Residents
Community groups/sporting clubs
Businesses
Town teams
Visitors
State and Federal Governments
Neighbouring local governments
Government Departments
CITY OF VINCENT COUNCIL
COMPRISES
MAYOR AND COUNCILLORS
CHIEF EXECUTIVE OFFICER
ADMINISTRATION
PRESCRIBES ROLE AND POWERS
LEGISLATIVE FRAMEWORK
The Local Government Act 1995 (WA) sets out the key roles and responsibilities of a local government (Council and CEO). Local governments must operate in accordance with the Act and associated regulations. The Act is the source of local government power and allows local governments to make local laws and policies and provides guidance on good governance
INFORMS
CULTURE AND VISION
(PRINCIPLE 1)
Culture informs the management structure and ethical standards, the vision reflects the City's strategic priorities
PRESCRIBES IPFR – CBP, SCP, BUDGET
INFORMS/GUIDES
ROLES AND RESPONSIBILITIES
(PRINCIPLE 2)
Role and relationships between the Council, Mayor, Councillors, CEO and Administration
Strategic Community Plan
Corporate Business Plan
Long Term Financial Plan
Annual Budgets
ACCOUNTABILITY
(PRINCIPLE 5)
Functions and systems that control risks and facilitate consistent, transparent and accountable decision-making
DECISION MAKING AND MANAGEMENT (PRINCIPLE 3)
Processes that ensure open and accountable decisions by Council and the CEO
COMMITMENT TO SUSTAINABILITY
(PRINCIPLE 4)
Sound financial, resource and environmental management
AUDIT COMMITTEE

PRINCIPLE 1 – CULTURE & VISION

A positive culture and a clear and owned vision and accompanying strategies.

1.1 CULTURE

In 2022, Council adopted a review of the Strategic Community Plan for 2022 – 2032. This plan is an extension of the Strategic Community Plan 2018 – 2028 which was adopted by Council in October 2018.

The Strategic Community Plan is the Councils key strategic document. It describes the vision the City will strive to achieve, where it will focus its efforts and how it will measure progress.

VISION: To be a clever, creative and courageous local government.

Clever

Creative

Courageous

OUR VALUES

Engaging
Listening, understanding and communicating is the key to our success.

Accountable
We work openly and transparently to earn our community's trust.

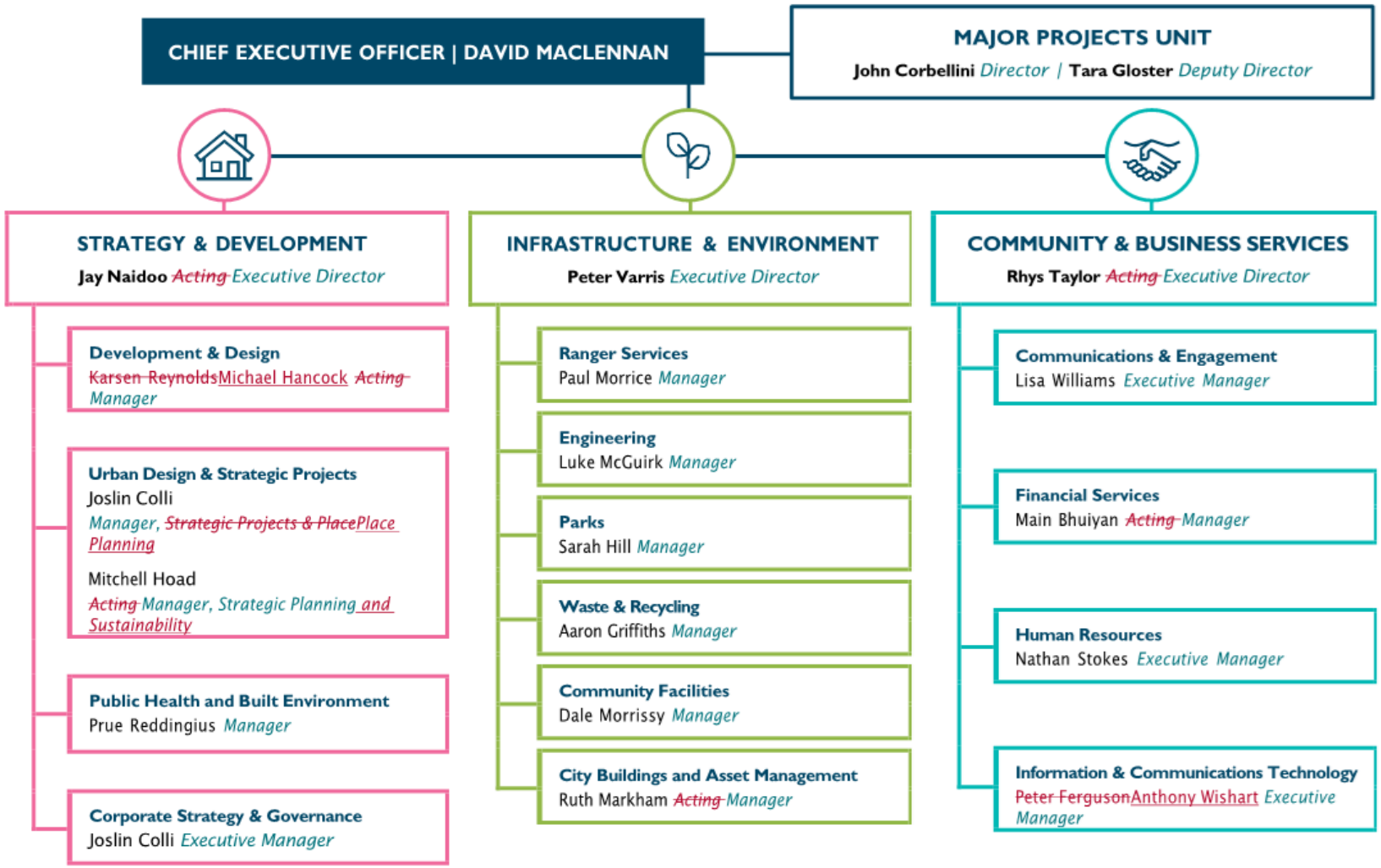
Making a Difference
Our work improves our community and the lives of our residents.

1.1.1 EFFECTIVE MANAGEMENT STRUCTURES AND PRACTICES

The City's policy, Organisational Structure and Designation of Senior Employees prescribes the organisational structure of the Administration, including functional responsibilities and the allocation and management of resources.

The organisational objectives chart below sets out the key functions of the three directorates and the Office of the CEO.

ORGANISATIONAL STRUCTURE



ORGANISATIONAL OBJECTIVES

1.1.3 ETHICAL STANDARDS & THE CODE OF CONDUCT

~~**In February 2021, the Local Government (Administration) Amendment Regulations 2021, Local Government (Model Code of Conduct) Regulations 2021 (Model Code Regulations) and Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021 came into operation. The effect of these regulations was to prescribe:**~~

~~a) Model standards for the recruitment, selection, performance, and termination of local government CEOs.~~

~~b) A model code of conduct for Council Members, committee members and candidates that sets the overarching principles to guide behaviour, specifies the standards of behaviour which reflect the principles and provides the rules of conduct that relate to the principles and behaviours.~~

~~c) Requirements that the CEO must include in a code of conduct for employees.~~

~~Following the enacting of the Regulations, Council adopted the:~~

~~1. Council Members, Committee Member and Candidates **Code of Conduct** (Nominated Members Code)~~

~~2. Model Standard for CEO Recruitment, Performance and Termination.~~

~~The conduct of Council Members, committee members, the CEO, employees and contractors was previously governed by the City's Code of Conduct 2017 (2017 Code). The effect of the new 2021 Regulations is to require separate codes of conduct for employees, contractors and the CEO on one hand and Council Members, committee members and candidates on the other.~~

~~Administration has also created a new Code of Conduct for Employees and Contractors. The CEO has approved and implemented it in accordance with the Employee Code Regulations.~~

~~Together, these documents provide Council Members, committee members, candidates (together Nominated Members), the CEO and Employees in the City of Vincent with guidelines for an acceptable minimum standard of professional conduct and behaviour in carrying out their functions and responsibility.~~

The City is committed to high standards of ethical and professional conduct in the performance of its functions.

Ethical conduct across the City is governed by:

- the **Council Members, Committee Members and Candidates Code of Conduct** (Nominated Members Code), adopted in accordance with the *Local Government (Model Code of Conduct) Regulations 2021*; and
- the **Code of Conduct for Employees and Contractors**, approved by the Chief Executive Officer in accordance with the *Local Government (Employee Code of Conduct) Regulations 2021*.

The City is committed to engaging with the community in a kind, respectful and professional manner. Mutual respect is essential to positive and constructive engagement between Council Members, committee members, candidates, the community and City staff. The City has zero tolerance for abusive, threatening or disrespectful behaviour in interactions between all parties.

These Codes set minimum standards of behaviour and professional conduct for Council Members, committee members, candidates, the Chief Executive Officer, employees and contractors, and apply to the performance of their respective roles and responsibilities.

Together, the Codes of Conduct provide a clear and consistent framework for ethical behaviour, accountability and professionalism across the organisation.

1.1.4 MODEL CODE REGULATIONS

The Model Code Regulations provide minimum standards for ethical and professional conduct by Council Members in relation to:

- standards of general behaviour
- use of confidential information
- securing personal advantage or advantaging/ disadvantaging others
- misuse of local government resources
- prohibition against involvement with the organisation
- relations with employees
- disclosing interests that may affect impartiality

Compliance with the Model Code Regulations supports ethical decision-making, public confidence and effective governance.

1.1.5 NOMINATED MEMBERS

Clause 8(2)(b) of the Council Members, Committee Member and Candidates Code of Conduct (Nominated Members Code) requires all Nominated Members to comply with the City's policies, procedures and resolutions.

The Nominated Members Code is to be read in conjunction with the following key governance instruments, which are provided as practical reference points for Council Members and support compliance with the Model Code Regulations: (which incorporates the Model Code Regulations) requires all Nominated Members to comply with the City's policies, procedures and resolutions. The Nominated Members Code should, therefore, be read in conjunction with the provisions of the City's relevant policies and procedures, including the following:

- Meeting Procedures Local Law 2008
- 4.2.05 Council Members Requests – Contact with City Employees
- Council Members – Allowances, Fees and Reimbursement of Expenses Policy
- Council Members Contact with Developers Policy
- Council Members Continuing Professional Development Policy
- Fraud and Corruption Prevention Policy
- Risk Management Policy

1.1.6 BEHAVIOURAL BREACH

The Local Government (Model Code of Conduct) Regulations establish the framework for managing behavioural complaints relating to Council Members, committee members and candidates.

Clause 11 of the Nominated Members Code provides that a person may register a complaint if they believe that a Council Member has breached the Behaviours Division of the Nominated Members Code. The complaint must be made:

a) Behavioural complaints are managed in accordance with the Model Code Regulations and operate within the Inspector-led complaints regime established under the Act. Certain complaints are required to be referred to the Local Government Inspector, and where matters are dealt with locally or referred back to the City, they are managed in accordance with the applicable legislative requirements and any directions issued by the Inspector.
b) Supporting policies, delegations and committee arrangements provide procedural guidance where complaints are managed at the local government level.

a) in writing in the approved Complaint Form
b) to the nominated Complaints Officer (the CEO)
c) within one (1) month of the alleged breach occurring.

A Complaint is required to include the name and contact details of the Complainant. Anonymous complaints cannot be accepted.

The City will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

1.1.7 CEO STANDARDS

The purpose of the CEO Standards is to ensure that the City selects a CEO in accordance with the principles of equity and transparency.

Pursuant to the CEO Standards and the ACT:

- Council is required to identify and agree on the necessary qualifications and selection criteria required by a candidate to undertake the role and duties of the CEO.
- A selection panel, including one independent person (who is not an Council Members), must be established to conduct the recruitment and selection process.
- The CEO's performance is reviewed at least once a year in accordance with performance criteria set and agreed upon in writing by the CEO and the Council.
- Where an incumbent CEO has held the position for a period of 10 or more consecutive years, a recruitment and selection process must be conducted on the expiry of the CEO's contract.

The CEO Annual Performance Review Policy sets out the manner in which the CEO's annual performance review is to be conducted.

1.1.8 COMPREHENSIVE INDUCTION PROGRAMS

In accordance with the ACT, Council Members are required to undertake mandatory training following their election.

The mandatory training covers the following topics:

- understanding local government
- serving on council
- meeting procedures
- conflicts of interest
- understanding of financial reports and budgets

Further to the mandatory training, Council Members are encouraged to continually improve their knowledge and expertise to enhance the quality of representation and promote well-informed decision-making. This can be achieved by participating in conferences, programs and training courses specifically designed for professional development relating to their role and responsibilities in local government.

The Council Members Continuing Professional Development Policy provides guidance on the professional development of Council Members.

The City maintains a register of the training and professional development completed by Council Members and this is available on the City's website. The register is reported to Council annually in accordance with section 5.127 of the ACT.

1.1.9 EMPLOYEE CODE OF CONDUCT

The Code of Conduct for City of Vincent Employees and Contractors (Employees and Contractors Code) provides the CEO, all employees and contractors with guidelines for an acceptable minimum standard of professional conduct and behaviour in carrying out their functions and responsibility.

The Employees and Contractors Code addresses, in a concise manner, the broader issue of ethical responsibility and encourages greater transparency and accountability in the City. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective responsibilities may be based.

The Code is complementary to the principles in the ACT, which incorporate the following four fundamental aims:

- better decision making by local governments
- greater community participation in the decisions and affairs of local governments
- greater accountability of local governments to their communities
- more efficient and effective local governments

1.1.10 FRAUD AND CORRUPTION

The City expects all Council Members, Committee Members, candidates, employees and contractors to act in accordance with the applicable Codes and behave ethically and honestly at all times when performing their functions in Vincent.

~~The City has zero tolerance for corrupt conduct or fraudulent activities. The City is committed to preventing, deterring, detecting and investigating fraudulent and corrupt behaviour in the delivery of services. Council Members and Administration must not engage in practices that may constitute fraud or corruption.~~

~~In December, 2020 the City prepared a Fraud and Corruption Prevention Plan which supports Council's **Fraud and Corruption Prevention Policy** to provide a structured framework and approach to fraud and corruption prevention, detection, monitoring and reporting.~~

~~The plan aligns with the Australian Standards for Fraud and Corruption Control (AS8001 – 2008), has been endorsed by the Executive Management Committee and will be reviewed by the Audit, Risk and Improvement Committee annually.~~

~~The plan is communicated to all staff via annual training and is available on the City's internal Vintranet site. All new staff are also made aware of the plan as part of their induction.~~

The City is committed to the highest standards of integrity, accountability and ethical conduct in the delivery of services to the community.

All Council Members, Committee Members, candidates, employees and contractors are expected to act honestly, ethically and in accordance with the City's Codes of Conduct, Fraud and Corruption Prevention Policy, and relevant legislative requirements at all times.

The City has zero tolerance for fraud and corruption. Any dishonest or unethical behaviour, including the misuse of public resources, is not accepted and will be addressed appropriately.

Integrity Framework

The City's approach to preventing, detecting and responding to fraud and corruption is guided by its Integrity Framework, adopted in December 2024. The Framework replaced the former Fraud and Corruption Prevention Plan and provides a contemporary, structured approach aligned with:

- Public Sector Commission integrity guidance
- AS 8001:2021 – Fraud and Corruption Control
- The City's Risk Management Framework

The Framework focuses on strong governance, clear accountability, effective controls and continuous improvement.

Oversight and Continuous Improvement

Fraud and corruption risks and controls are monitored through regular review processes, internal and external audit activity, and reporting to the Audit and Risk & Improvement Committee.

The City also undertakes periodic integrity maturity assessments in line with Public Sector Commission guidance to ensure integrity practices remain effective, contemporary and embedded across the organisation.

Awareness, Reporting and Culture

Integrity expectations are reinforced through induction, ongoing training and leadership practices. Clear pathways exist for raising concerns, including confidential and protected reporting mechanisms.

The City is committed to fostering a culture of integrity and ethical decision-making that supports transparency, accountability and public trust.

1.2 VISION

The City has ~~identified the~~established a hierarchy of governing documents that drive the delivery of the community's long-term vision and ~~sets the process by~~outline how strategies, policies and action plans are developed and reviewed in consultation with the community.

1.2.1 INTEGRATED PLANNING & REPORTING FRAMEWORK

All local governments are required to produce a plan for the future under S5.56 (1) of the Act.

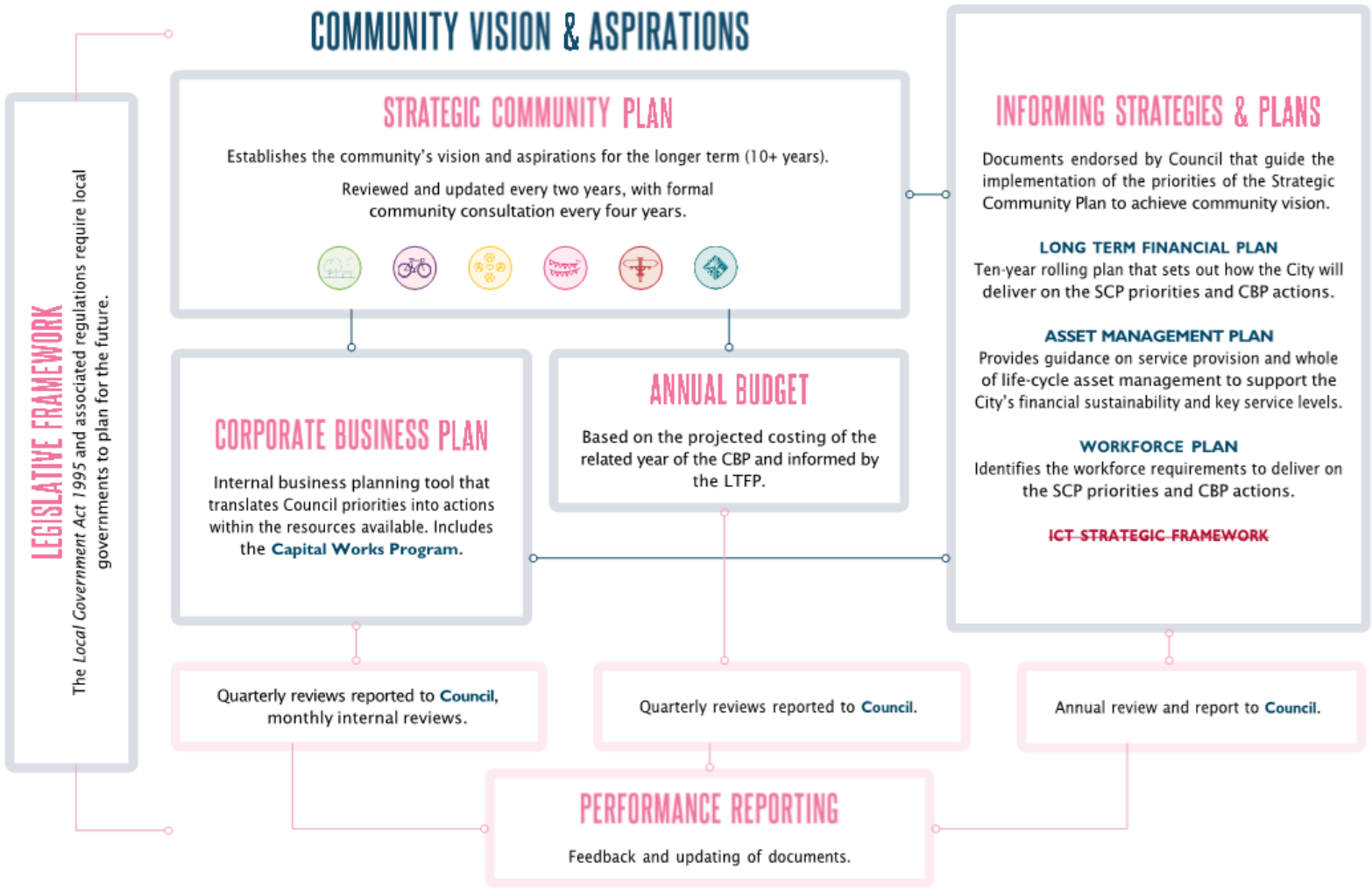
The Integrated Planning and Reporting Framework (IPRF) is used to ensure integration of community priorities into strategic planning, as well as implementation of the objectives that have been set from these priorities.

The key components of the IPRF are:

- **Strategic Community Plan** – Community vision, strategic direction, medium and longer term priorities and resourcing implications over 10+ years.
- **Corporate Business Plan** – Four-year delivery program, aligned to the SCP.
- **Long Term Financial Plan** – Long term financial plan to deliver the SCP strategies and CBP actions.
- **Asset Management Plans** – Approach to managing assets to sustainably deliver chosen service levels.
- **Workforce Plan** – Shaping workforce to deliver organisational objectives now and in the future.
- **Issue or Area Specific Plans & Strategies** –

  Any other informing plans or strategies (eg ICT, recreation plans, youth plan, local area plans etc).
- **Annual Budget** – Financial statements, Year 1 priorities and services.

The Long Term Financial Plan, Asset Management Plans and Workforce Plan are referred to collectively as the "core" informing strategies. The diagram below shows the relationship between these information strategies, community input, the City's vision and reporting mechanisms


COMMUNITY VISION & ASPIRATIONS
STRATEGIC COMMUNITY PLAN
Establishes the community's vision and aspirations for the longer term (10+ years).
Reviewed and updated every two years, with formal community consultation every four years.
LEGISLATIVE FRAMEWORK
The Local Government Act 1995 and associated regulations require local governments to plan for the future.
CORPORATE BUSINESS PLAN
Internal business planning tool that translates Council priorities into actions within the resources available. Includes the Capital Works Program.
ANNUAL BUDGET
Based on the projected costing of the related year of the CBP and informed by the LTFP.
INFORMING STRATEGIES & PLANS
Documents endorsed by Council that guide the implementation of the priorities of the Strategic Community Plan to achieve community vision.
LONG TERM FINANCIAL PLAN
Ten-year rolling plan that sets out how the City will deliver on the SCP priorities and CBP actions.
ASSET MANAGEMENT PLAN
Provides guidance on service provision and whole of life-cycle asset management to support the City's financial sustainability and key service levels.
WORKFORCE PLAN
Identifies the workforce requirements to deliver on the SCP priorities and CBP actions.
ICT STRATEGIC FRAMEWORK
Quarterly reviews reported to Council, monthly internal reviews.
Quarterly reviews reported to Council.
Annual review and report to Council.
PERFORMANCE REPORTING
Feedback and updating of documents.

1.2.3 STRATEGIC COMMUNITY PLAN

Section 5.56 of the ACT requires every local government in Western Australia to 'plan for the future', which includes to develop a Strategic Community Plan (SCP).

Regulation 19C of the Local Government (Administration) Regulations 1996 provides that the purpose of the SCP is to clearly define the local government's strategic priorities, actions and initiatives for the next 10 years. ~~The SCP will be updated every four hours following a review.~~

In October 2018, Council adopted a new SCP for 2018 – 2028, which established six priorities to guide the City in delivery a range of programs, project and services. The SCP drives the City's planning, budgeting, resource allocation and service delivery over the next decade, in order to focus efforts and align activities with the community's vision. The SCP is reviewed every two years by the City (desktop review followed by full/major review). ~~A major review was~~The last major review was undertaken and presented in 2023. The next ~~review will take place in 2024~~.major review will commence in 2026.

The SCP is the City's most significant guiding document and establishes the community's vision for Vincent's future.

The priority areas, as set out in the SCP, were determined through a robust community consultant process. The six priorities work in concert with each other and together guide the City to achieve the community's vision.

The six areas are ~~are~~ presented on the following page.

ENHANCED ENVIRONMENT

The natural environment contributes greatly to our inner-city community. We want to protect and enhance it, making best use of our natural resources for the benefit of current and future generations.

ACCESSIBLE CITY

We want to be a leader in making it safe, easy, environmentally friendly and enjoyable to get around Vincent.

CONNECTED & HEALTHY COMMUNITY

We are a diverse, welcoming and engaged community. We want to celebrate what makes us unique and connect with those around us to enhance our quality of life.

THRIVING PLACES

Thriving Places are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy.

SENSITIVE DESIGN

Design that 'fits in' to our neighbourhoods is important to us. We want to see unique, high quality developments that respect our character and identify and respond to specific local circumstances.

INNOVATIVE & ACCOUNTABLE

The City of Vincent has a significant role to play in supporting our community to realise its vision. To achieve this, we will be an innovative, honest, engaged and responsible organisation that manages resources well, communicates effectively and takes our stewardship role seriously.

1.2.4 CORPORATE BUSINESS PLAN

The purpose of the Corporate Business Plan (CBP) is to determine internal operational activities (service delivery, programs and projects) over a four-year period, which are developed to achieve the priorities in the SCP. It is a rolling four-year plan, updated annually, and informs the Long Term Financial Plan (LTFP) and annual budget. Quarterly updates on the CBP are provided to Council.

1.2.5 LONG TERM FINANCIAL PLAN

The 10-year Long Term Financial Plan is the high-level strategic document that helps align our community aspirations, strategic intent and organisational capacity. It guides our approach to delivering infrastructure and services to the community and demonstrates our commitment to managing our operations in a responsible and sustainable manner.

The plan achieves this objective by projecting our financial position over a ten-year time horizon using a series of realistic, conservative financial assumptions.

This financial modelling provides the City with appropriate information to assess our capacity to maintain overall financial sustainability into the long term and, most importantly, ensure that we have in place the necessary funding arrangements to support proposed capital replacement programs and new capital projects.

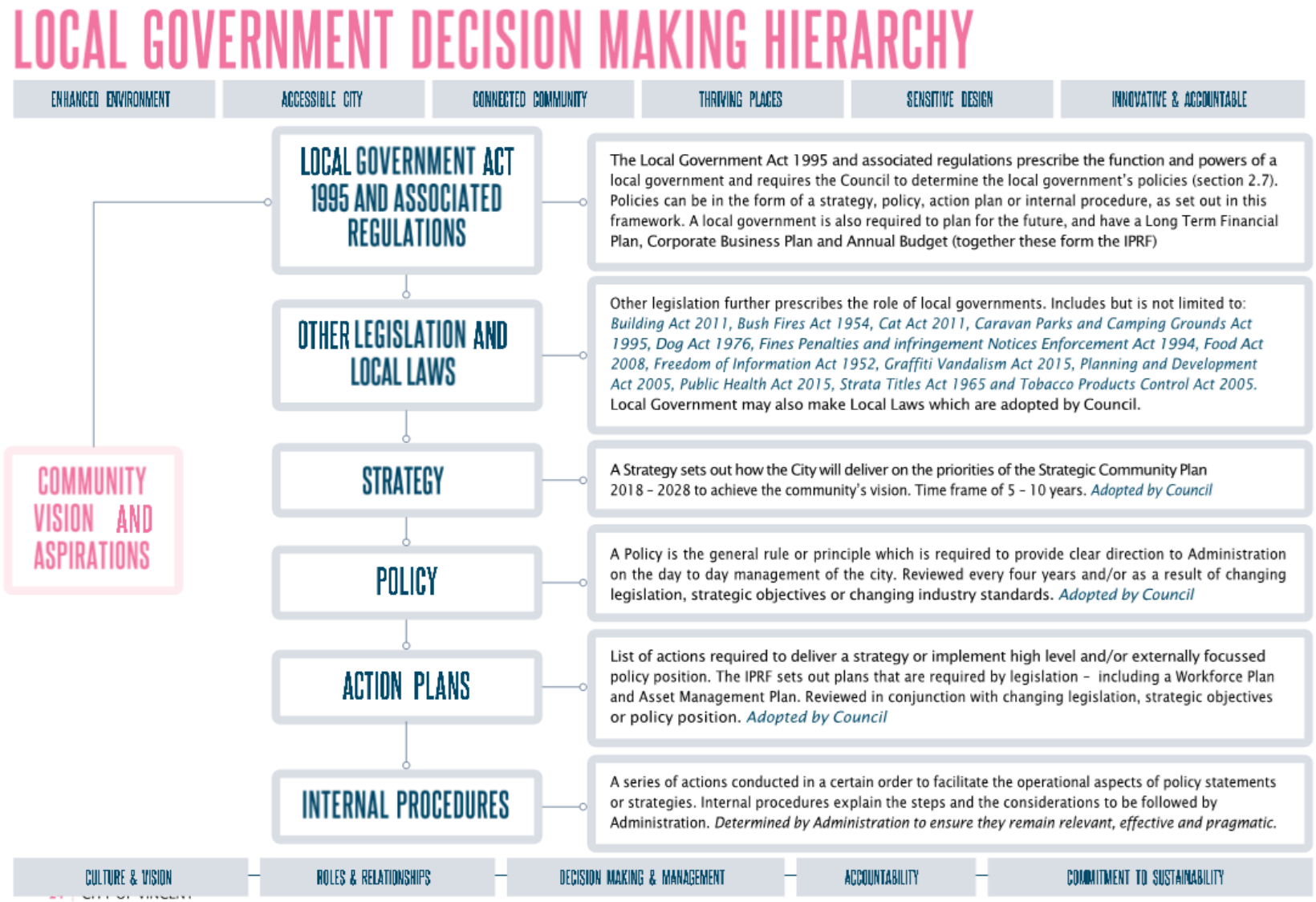
The Long Term Financial Plan is underpinned by the following principles:

- alignment with strategic aspirations
- responsible stewardship of community assets
- financial sustainability
- financial accountability
- prudence
- transparency

1.2.6 ANNUAL BUDGET

The Annual Budget must be adopted by Council each year and should focus on the City's actions to be achieved in line with the CBP and SCP.

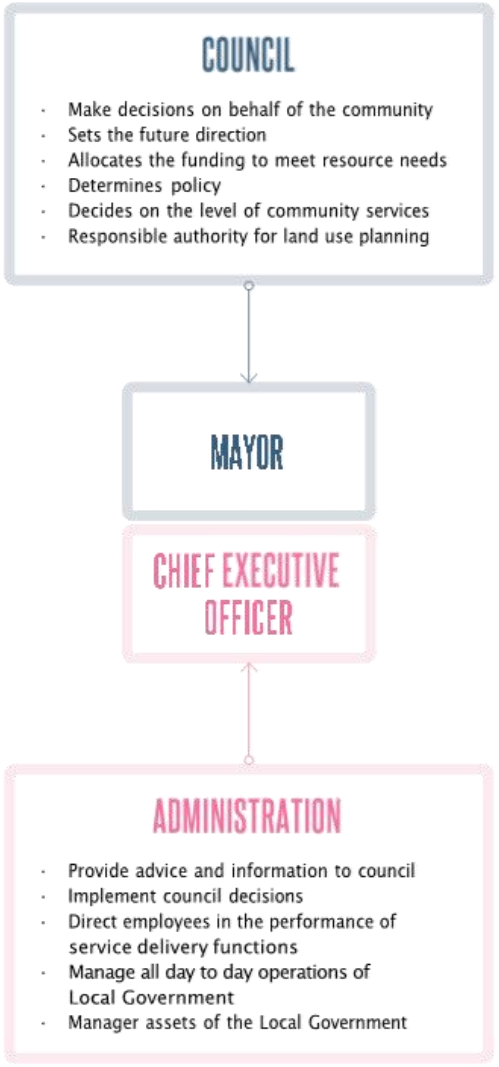
The Budget outlines operating expenditure (the money required to operate and maintain works and services, such as wages, maintenance and consumables) and capital expenditure (the money required to make capital improvements to items such as roads, buildings and plant and equipment).


LOCAL GOVERNMENT DECISION MAKING HIERARCHY
ENHANCED ENVIRONMENT
ACCESSIBLE CITY
CONNECTED COMMUNITY
THRIVING PLACES
SENSITIVE DESIGN
INNOVATIVE & ACCOUNTABLE
COMMUNITY VISION AND ASPIRATIONS
LOCAL GOVERNMENT ACT 1995 AND ASSOCIATED REGULATIONS
The Local Government Act 1995 and associated regulations prescribe the function and powers of a local government and requires the Council to determine the local government's policies (section 2.7). Policies can be in the form of a strategy, policy, action plan or internal procedure, as set out in this framework. A local government is also required to plan for the future, and have a Long Term Financial Plan, Corporate Business Plan and Annual Budget (together these form the IPRF)
OTHER LEGISLATION AND LOCAL LAWS
Other legislation further prescribes the role of local governments. Includes but is not limited to: Building Act 2011, Bush Fires Act 1954, Cat Act 2011, Caravan Parks and Camping Grounds Act 1995, Dog Act 1976, Fines Penalties and infringement Notices Enforcement Act 1994, Food Act 2008, Freedom of Information Act 1952, Graffiti Vandalism Act 2015, Planning and Development Act 2005, Public Health Act 2015, Strata Titles Act 1965 and Tobacco Products Control Act 2005. Local Government may also make Local Laws which are adopted by Council.
STRATEGY
A Strategy sets out how the City will deliver on the priorities of the Strategic Community Plan 2018 – 2028 to achieve the community's vision. Time frame of 5 – 10 years. Adopted by Council
POLICY
A Policy is the general rule or principle which is required to provide clear direction to Administration on the day to day management of the city. Reviewed every four years and/or as a result of changing legislation, strategic objectives or changing industry standards. Adopted by Council
ACTION PLANS
List of actions required to deliver a strategy or implement high level and/or externally focussed policy position. The IPRF sets out plans that are required by legislation – including a Workforce Plan and Asset Management Plan. Reviewed in conjunction with changing legislation, strategic objectives or policy position. Adopted by Council
INTERNAL PROCEDURES
A series of actions conducted in a certain order to facilitate the operational aspects of policy statements or strategies. Internal procedures explain the steps and the considerations to be followed by Administration. Determined by Administration to ensure they remain relevant, effective and pragmatic.
CULTURE & VISION
ROLES & RELATIONSHIPS
DECISION MAKING & MANAGEMENT
ACCOUNTABILITY
COMMITMENT TO SUSTAINABILITY

PRINCIPLE 2 - ROLES & RELATIONSHIPS

An acceptance of the different roles of the various elements of a local government and positive working relationships between these elements

There are three key roles within a local government:
1. The Council
2. The CEO
3. Administration



The Council comprises nine Council Members:

- Mayor – represents the entire district, elected at large
- Four Council Members – North Ward
- Four Council Members – South Ward

Council Members are elected for a four-year term at elections held every two years, unless elected for a shorter term due to a vacancy created by the resignation or disqualification of a Council Members during their term. There are no limitations on the maximum terms of office for Council Members.

Effective relationships between Council Members, the Mayor, the Council as a whole, the CEO and Administration is critical to the achievement of excellence in governance.

Council is responsible for strategy and policy. This includes the strategic planning mechanisms to ensure the continued sustainability of the organisation, the setting of strategic goals for the organisation and the monitoring of the City's performance against these strategic goals.

Council is not responsible for the day-to-day operation of the local government. All operational matters are the responsibility of the CEO.

Council Members and employees must understand their different roles and accept the role they play in achieving the City's corporate goals and implementation of the strategies. This understanding is essential for the City to operate effectively and underpins good governance at the City.

The ACT sets out the roles and responsibilities of the Council, the Mayor, the Council Members, the CEO and Administration.

2.1 ROLE OF COUNCIL

In accordance with section 2.7 of the Act, the role of Council is to govern the local government's affairs and, as the governing body, to be responsible for the performance of the local government's functions.

In fulfilling this role, Council is responsible for:

- setting the strategic direction of the City and planning for the future of the district
- determining the City's policies
- overseeing the allocation of the City's finances and resources
- determining the services and facilities to be provided to the community
- selecting the Chief Executive Officer and reviewing the CEO's performance
- providing strategic direction to the CEO.

To ensure proper governance of the City's affairs, Council must have regard to the following principles:

- Council's governing role is separate from the CEO's executive role
- it is important that this separation is respected.

Council must make its decisions:

on the basis of evidence, on the merits and in accordance with the law

taking into account the City's finances and resources.

Council must also have regard to the need to support an organisational culture that promotes the respectful and fair treatment of the City's employees.

Council has the other functions given to it under the Act or any other written law.

~~**In accordance with section 2.7 of the LGA the role of Council is to:**~~

- ~~govern the City's affairs~~
- ~~be responsible for the performance of the City's functions~~
- ~~oversee the allocation of the City's finances and resources~~
-

2.2 ROLE AND RESPONSIBILITIES OF THE MAYOR

In accordance with section 2.8 of the Act, the Mayor provides leadership to the Council and represents the City in an official capacity.

In fulfilling this role, the Mayor:

- provides leadership and guidance to Council and Council Members, including guidance on their roles and responsibilities
- presides at meetings of Council, ensuring meetings are orderly and conducted in accordance with the Act and the City's Meeting Procedures Local Law
- acts as the principal spokesperson for the City and carries out civic and ceremonial duties on behalf of the City, at all times acting consistently with Council decisions
- promotes, facilitates and supports positive and constructive working relationships among Council Members
- liaises with the Chief Executive Officer on the City's affairs and the performance of its functions
- performs any other functions conferred under the Act or any other written law.

~~**In accordance with section 2.8 of the LGA the role of the Mayor is to:**~~

- ~~preside at meetings in accordance with the LGAACT~~
- ~~provide leadership and guidance to the community in the district~~
- ~~carry out civic and ceremonial duties on behalf of the City~~
- ~~speak on behalf of the City~~
- ~~perform such other functions in accordance with the LGAACT Act or any other written law~~
- ~~liaise with the CEO on the City's affairs and the performance of its functions~~

~~2.22.3~~ THE RELATIONSHIP BETWEEN THE MAYOR & COUNCIL MEMBERS

An effective relationship between the Mayor and Council Members is essential to good governance, informed decision-making and the delivery of Council's strategic objectives.

In accordance with the *Act* and contemporary good governance guidance for Western Australian local governments, this relationship is based on mutual respect, shared understanding of roles, and collective responsibility for governing the City.

The Mayor provides leadership to Council, facilitates inclusive deliberation and presides at meetings in accordance with the Act and the City's Meeting Procedures Local Law. Council Members participate equally in decision-making and are collectively accountable for Council decisions.

~~**The CPA Australian publication 2007 sets out the relationship as follows:**~~

~~*"An effective relationship between the Mayor and other Elected Members (Councillors) will help to promote the successful delivery of the Council's strategic plan and create a credible local government. The relationship needs to be based on mutual respect and understanding by all Elected Members of the role of the Mayor and their own role and responsibilities as Councillors. The Mayor does not have any legal power to exert authority over the Councillors, apart from her role as presiding member at Council Meetings."*~~

~~Some important aspects of the relationship between the Mayor and Councillors are as follows:~~

- ~~The Mayor is the leader of the Council.~~
- ~~The Mayor should facilitate an inclusive approach to decision-making and involvement in Council activities.~~
- ~~The Mayor can assist Elected Members to get their issues considered by the Council.~~
- ~~The Mayor should take some responsibility for Elected Members training and development and should work with the CEO to ensure that Elected Members receive necessary training opportunities.~~

~~*The Mayor should be responsible for facilitating the resolution of any disputes between Elected Members.*~~

~~2.3~~2.4 THE RELATIONSHIP BETWEEN THE MAYOR AND THE CEO

The relationship between the Mayor and the Chief Executive Officer is critical to effective governance and organisational performance.

Consistent with the Act, this relationship is characterised by a clear separation between Council's governing role and the CEO's executive responsibilities, supported by open communication, mutual respect and regular engagement.

The Mayor and CEO work collaboratively to support informed decision-making by Council, ensure Council decisions are implemented, and promote a positive governance culture, without concentrating authority or diminishing the collective role of Council.

~~**The CPA Australian publication 2007 sets out the relationship as follows:**~~

~~*"This important relationship assists in the smooth running of the local government through good communication and anticipation of issues. It should be outward looking. That is, it should be focused on ways in which Elected Members and the organisation can be supported to best achieve the Council's goals."*~~

~~Some features of an effective relationship are as follows:~~

- ~~Both parties work closely together and put energy into achieving a good working relationship.~~
- ~~The relationship is characterised by consistency, openness and good communication.~~
- ~~Each has the responsibility to keep the other informed about important and relevant issues.~~
- ~~Open communication ensures that both parties understand what is important.~~
- ~~Both parties understand that they have different roles and authorities. While the Mayor is the leader of the local government, this position has limited specific authority while the CEO has particular authorities under the LGA.~~
- ~~The relationship between the Mayor and the CEO promotes involvement and inclusion amongst the councillors and the administration. It does not seek to concentrate power in the relationship.~~
- ~~There is consistent communication and regular meetings.~~

~~2.4~~2.5 ROLE AND RESPONSIBILITIES OF THE DEPUTY MAYOR

The role of the Deputy Mayor is to perform the functions of the Mayor when authorised to do so under section 5.34. This includes when the role of Mayor is vacant or when the Mayor is not available or unwilling or unable to perform her duties.

~~2.5~~2.6 ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS

In accordance with section 2.10 of the Act, Council Members represent the community and participate in the governance and decision-making of the City.

In fulfilling this role, Council Members:

- represent the interests of electors, ratepayers and residents of the district, while taking account of the interests of people who work in or visit the district
- participate in deliberation and decision-making at Council and committee meetings
- facilitate communication with the community about Council decisions
- maintain constructive and respectful working relationships with other Council Members, the Mayor and the Chief Executive Officer
- act consistently with the governing role of Council as set out in section 2.7 of the Act
- maintain and develop the skills and knowledge required to effectively perform their role.

~~**In accordance with section 2.10 of the LGA, the role of a Council Members is to:**~~

- ~~**Represent the interests of electors, ratepayers and residents of the district.**~~
- ~~**Provide leadership and guidance to the community in the district.**~~
- ~~**Facilitate communication between the community and the Council.**~~
- ~~**Participate in the City's decision-making process.**~~
- ~~**Perform such other functions as prescribed in the Act or any other written law.**~~

~~2.6~~2.7 COUNCIL MEMBERS ACCESSIBILITY

Council Members must ensure that they make themselves accessible to the City's community through publication of a minimum set of contact details on the City's website as follows:

- **postal address** – personal or care of the City's address or a PO Box
- **telephone number** – business, home or mobile number
- **email address** – personal, business or City email address

~~2.7~~2.8 APPOINTMENT TO EXTERNAL BOARDS, COMMITTEES ETC.

Council Members representing the City at external organisations, boards, committees and working groups are to ensure that they clearly understand the basis of their appointment.

They must:

- Always act as a spokesperson for the City and in the City's best interests.
- Provide regular reports on the activities of the organisation in accordance with the confidentiality requirements of that organisation.
- Represent the City's interests on all matters relating to that organisation while maintaining the confidentiality requirements of the City.

~~2.8~~2.9 RELATIONSHIP BETWEEN COUNCIL MEMBERS & ADMINISTRATION

Council Members are entitled to be fully informed in order to carry out their role as a decision maker and may seek specific information on various issues before Council.

In accordance with the *Act* and the Local Government (Model Code of Conduct) Regulations 2021, Council Members must not undertake administrative functions or direct employees in the performance of their duties.

The respective roles of Council Members and Administration are distinct:

- Council Members are responsible for governance, policy-setting and decision-making
- Administration, under the direction of the Chief Executive Officer, is responsible for day-to-day operations and implementation of Council decisions.

Council Members must not direct, attempt to direct, or improperly influence local government employees, and must treat employees with respect at all times.

Detailed requirements regarding Council Member conduct, involvement in administration, and interactions with employees are set out in:

- the Council Members, Committee Members and Candidates Code of **Conduct**, and
- *Policy 4.2.05 – Council Member Requests: Contact with City Employees.*

~~Council Members can not undertake administrative tasks, as set out in clause 19 and 20 of the Nominated Members Code and Model Code Regulations.~~

19. PROHIBITION AGAINST INVOLVEMENT IN ADMINISTRATION

1. A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
2. Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. RELATIONSHIP WITH LOCAL GOVERNMENT EMPLOYEES

1. In this clause – local government employee means a person –

a) employed by a local government under section 5.36(1) of the Act; or

b) engaged by a local government under a contract for services.

2. A council member or candidate must not –

a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or

b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or

c) act in an abusive or threatening manner towards a local government employee.

3. Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

4. If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means

a) make a statement that a local government employee is incompetent or dishonest; or

b) use an offensive or objectionable expression when referring to a local government employee.

5. Subclause (4)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

The procedure for Council Members requests for information from Administration is addressed in the City's Policy 4.2.05 Council Member Requests – Contact with City Employees.

~~2.9~~2.10 ROLE AND RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER

In accordance with section 5.41 of the Act, the Chief Executive Officer is responsible for the day-to-day administration of the City and for implementing Council decisions.

In fulfilling this role, the Chief Executive Officer:

- advises Council in relation to the functions of the local government
- ensures that Council is provided with timely, accurate and relevant information to support informed decision-making
- implements Council decisions and manages the day-to-day operations of the City
- manages the local government's employees, including their direction, supervision and performance
- ensures that the records and documents of the City are properly kept in accordance with legislative requirements
- liaises with the Mayor on the City's affairs and the performance of its functions
- performs any other functions conferred or delegated under the Act or any other written law.

In accordance with section 5.41, the functions of the CEO are to:

- Advise the Council in relation to the functions of a local government under the LGA and other written laws.
- Ensure that advice and information is available to the Council so that informed decisions can be made.
- Cause Council decisions to be implemented;
- Manage day to day operations of the local government.
- Liaise with the Mayor or president on the local government's affairs and the performance of the local government's functions.
- Speak on behalf of the local government if the Mayor or President agrees.
- Be responsible for the employment, management supervision, direction and dismissal of other senior employees (subject to section 5.37(2).
- Ensure that records and documents of the local government are properly kept for the purposes of the LGA Act and any other written law.
- Perform any other function specified or delegated by the local government or imposed under the LGA Act or any other written law as a function to be performed by the CEO.

PRINCIPLE 3 – DECISION-MAKING & MANAGEMENT

Effective decision-making and related management processes that reflect transparency and accountability.

3.1 DECISION MAKING FORUMS & PROCESSES

Decision-making is the most important activity undertaken by the City, both by Council Members and Administration. Effective decision-making processes increase the likelihood that the decisions themselves will be in the best interest of the entire community. Good processes will ensure confidence in decision making by all Council Members as well as the public.

Part 5 of the ACT sets out the framework whereby Council Members meet as the governing body (Council) for the purpose of decision-making on behalf of the local government.

It is an intention of the Act that Council conducts business and makes decisions:

- openly and transparently
- with a high level of accountability to their community
- efficiently and effectively
- with due probity and integrity
- acknowledging relevant community input
- with all available information and professional advice
- with the fullest possible participation of Council Members

Decisions made at meetings are recorded in the form of resolutions, which are binding on the Council until they are formally amended or repealed. Resolutions, once recorded, take effect immediately.

To facilitate transparent and accountable decision-making Council Members and Administration are encouraged to operate in the following manner:

- Administration will endeavour to respond to any queries or requests for information from Council Members as a priority so that Council Members have the required information to fulfil their role and make decisions.
- Council Members will endeavour to provide complex questions or large requests for information to Administration in advance of a Committee or Council Meeting, particularly if a detailed response is required or if it relates to a possible amendment or alternative recommendation, so that Administration has sufficient time to provide a sufficiently detailed response.

This reciprocal arrangement assists Council in fulfilling its roles and responsibilities on behalf of the community.

3.1.1 COUNCIL MEETING SCHEDULE

The City has adopted a monthly meeting cycle which consists of a Council Briefing, which is an opportunity for questions to be asked by Council Members, followed by a Council Meeting.

The Council meeting schedule for each upcoming calendar year is considered and adopted by Council prior to the end of each calendar year and publicly advertised in accordance with the *Local Government (Administration) Regulations 1996.*

While the City typically follows a regular monthly meeting cycle, usually with a Council Briefing held on the second Tuesday of the month and an Ordinary Council Meeting held on the third Tuesday of the month, Council may vary the timing and pattern of meetings throughout the year to accommodate public holidays, election-related requirements, budget processes, school holiday periods, or other operational or governance considerations.

~~The cycle is as follows:~~

- ~~second Tuesday of the month: Council Briefing~~
- ~~third Tuesday of the month: Ordinary Council Meeting~~

~~The February Briefing and Meeting have been brought forward one week to reduce the extent of the December/January recess period. The April and July Briefings and Meetings have also been adjusted to avoid Briefings and Meetings being held during school holidays.~~

~~Council adopts the meeting schedule for the following year annually and provides Public Notice in accordance with Regulation 12 of the Local Government (Administration) Regulations 1996 with the full schedule is available on the City's website.~~

Special Meetings can be called by the Mayor, three members of Council or the Council as a whole, as set out in section 5.43 of the ACT Act. Special Meetings of Council can be convened if an urgent matter arises which requires decision prior to the next scheduled meeting.

Council may delegate additional powers to the CEO over the Council recess period (between the December and February meetings), subject to section 5.43 of the ACT (which sets out restrictions on powers and duties that can be delegated) in order to ensure the essential operations of the City can continue.

3.1.2 COUNCIL WORKSHOPS

Council Workshops provide an opportunity for informal discussion between Council Members and Administration. The purpose of Council Workshops is to engage and update Council Members on:

- Corporate Business Plan and CEO KPI Items
- emerging issues
- Council strategy and policy development
- major community engagement activities

Council Workshops are not decision-making forums and are not governed by the ACT or the Meeting Procedures Local Law 2008.

Council Workshops will generally involve projects or matters that are in the early planning stages and not yet ready to be presented to Council for decision.

During Council Workshops:

- The Chief Executive Officer seeks input from Council Members that are in the research and concept stage, to allow the drafting and formalisation of the concepts to progress.
- Council Members are fully informed on matters to enable decisions to be made in the best interests of the community.
- Council Members represent the views of the community in matters.

The input of Council Members through open and free-flowing exchange of ideas provides invaluable direction to the Chief Executive Officer for the research, planning and development of matters.

Council Members must not indicate their voting intention at Council Workshops.

Council Workshops are not open to the public but where relevant and in consultation with Council Members, external consultants, representatives of community organisations and community members may be invited to attend.

3.1.3 COUNCIL BRIEFINGS

Council Briefings are held at 6pm in the Council Chamber on the Tuesday of the week prior to the Ordinary Council Meeting. Council Briefings provide the opportunity for Council Members and members of the public to ask questions and clarify issues relevant to the specific agenda items due to be presented and discussed at the forthcoming Council Meeting.

No decisions are made at Council Briefings. Council Members may request additional information or may request alternative wording for motions to be prepared for possible consideration at the forthcoming Council Meeting.

Council Briefing Agendas are published on the City's website on or before the Wednesday of the week before the Council Briefing.

Council Briefings are open to the members of the public and also live streamed, with the recording available on the City's website.

3.1.4 COUNCIL MEETINGS

The Council Meeting is Council's only debating and decision-making forum. Council Meetings are conducted in strict compliance with the requirements of the ACT, its regulations and the City's Meeting Procedures Local Law.

Good decision-making at a Council Meeting is achieved by:

- a clear and informative agenda
- good chairing and facilitation by the Presiding Member
- adherence to the meeting procedures
- adherence to statutory requirements

Council Meeting Agendas are published on the City's website on or before the Friday of the week before the Council Meeting.

The Council Meetings are open to the public, which ensures that the community is fully informed and, where appropriate, involved in the decisions and affairs of Council. Council Members, the CEO and relevant staff attend all Council Meetings. Council Meetings are live-streamed, with the recording available on the City's website.

3.1.5 COMMUNITY PARTICIPATION IN THE DECISION-MAKING PROCESS

The Community and Stakeholder Engagement Policy currently prescribes the community consultation process that is undertaken to engage the community in the City's decision –making process. The policy guides how the City speaks with and listens to the community.

Community and expert advice is also sought in the following ways:

- Community members (panel) – comprises of a cross section of the City's community, their feedback was used to inform the City's SCP adopted in 2018 (Imagine Vincent campaign).
- Design Review Panel – comprises of paid independent experts who provide technical advice to Administration on development design, including the amenity, architecture, landscaping and sustainability. Administration can refer developments to the panel for comment, and the recommendations of the panel are considered by Administration or Council when making a determination on the development approval.
- Advisory Groups – since 1995, the City has had a number of groups comprising of community members and Council Members. The groups operate in accordance with the City's ~~Policy –~~ Advisory Groups Policy ~~No. 4.2.12.~~

3.2 AGENDA AND MINUTES

3.2.1 AGENDA

It is a requirement of the ACT that the CEO provides 72 hours' notice of the date, time and place of an Ordinary Meeting of Council, and provides an agenda for the meeting. The City circulates the agenda for the Council Briefing on the Wednesday prior to the Briefing, and on the Friday prior to the Meeting.

Well-structured agendas lead to efficient and effective Council Briefings and Meetings, and in turn result in good decision-making.

The City's agendas comprise of reports prepared by Administration.

Council reports are to provide adequate, necessary, factual and unbiased information to enable Council Members to make informed decisions on matters before them.

Reports must demonstrate alignment with the City's strategic objectives, adopted budget, and risk and opportunity appetite, where relevant to the decision being sought. Where a proposal does not align, the report must clearly identify the area of divergence and provide a reasoned justification for Council's consideration.

Council reports must address the key considerations relevant to the decision, in a manner proportionate to the complexity and impact of the matter.

Depending on the nature of the proposal, reports may include information addressing matters such as:
Recommendation
Purpose of Report
Delegation
Background
Details
Consultation / Advertising
Legal / Policy Implications
Risk Management Implications
Strategic Implications
Sustainability Implications
Public Health Implications
Financial / Budget Implications
Comments

, which aim to provide the Council with sufficient and relevant information to make a decision, including the SCP alignment and budget implications.

Reports include the following information:

- Recommendation – Clearly states the action that Administration is proposing.

Purpose of report – Explains why the report is being prepared and what is requested from Council.

- Delegation – Identifies if there is a delegation to administration to determine the item and if there are any conditions that limit the extent of decision making.
- Background – Provides the necessary background information for Council to understand the context / reason for the report.
- Details – Provides sufficient context and detail to enable a full understanding of the issue and why the recommendation is being proposed.
- Consultation/advertising – Specifically identifies future consultation, engagement or advertising requirements. If consultation has occurred previously this should be included in the Details section and should identify who has been consulted including dates, methods, and number of responses.
- Legal/policy – Specifies any Acts, Regulations, Local Laws and Policies that are relevant to the decision.
- Risk management implications – A low, medium or high-risk rating is assigned to the proposed recommendation. The risk of not making the recommended decision can also be included.
- Strategic implications – Shows that the proposed decision is aligned with one or more priorities in the SCP.
- Sustainability Implications – Shows that the proposed decision is aligned with objectives in the Sustainable Environment Strategy.
- Public Health Plan implications – Identify whether the proposed decision is aligned with one of the priority health outcomes in the Public Health Plan.
- Financial/budget implications – identifies the financial impacts of the proposed decision and alignment with or impact on the LTFP.

Comments – Allows any further comments to be included, as required to provide Council with all the information necessary to make a decision.

3.2.2 LATE REPORTS

Late reports are strongly discouraged however there may be occasions when additional items are required to be presented to Council following the publishing of the Briefing or Meeting agenda. In these instances, Administration will endeavour to publish these reports as soon as possible following the publishing of the agenda, to enable sufficient time for Council Members and the community to consider the item.

The Meeting Procedures Policy prescribes the circumstances that may permit the publication of a late report and includes a requirement for justification and consideration of the impact that late publication may have on community engagement.

3.2.3 MINUTES

Regulation 13 of the Local Government (Administration) Regulations 1996 prescribes that unconfirmed minutes of each Council meeting are to be available to the public within 10 business days after the meeting.

The minutes of a Council Meeting comprise of all items considered at the meeting and include details of members present, all motions, their movers, the outcome of motions, details of each decision, summary of public questions, disclosures of interest and all attached documents except ones closed to members of the public.

In the interests of accountability and transparency, the City circulates the minutes on the Friday following the Meeting. If for any reason the Minutes are not available for circulation by the Friday, an explanation is provided on the website.

The minutes are confirmed at the first Council Meeting immediately thereafter.

3.3 MEETING PROCEDURES

Council have adopted a Meeting Procedures Local Law that sets out the conduct, process and protocols of Council meetings and Briefings. The Meeting Procedures Local Law is required to be reviewed every eight years.

Council have also adopted a Meeting Procedures Policy which provides high level clarification on the conduct of Council Meetings and Briefings, where not addressed in the Meeting Procedures Local Law. The policy is supported by the Council Proceedings Guidelines which are publicly available and linked within the policy.

3.4 DECISIONS ON LAND USE PLANNING & DEVELOPMENT

~~**Development and land use proposals on properties may be required to be assessed and approved via a development application pursuant to the Local Planning Scheme No. 2. Depending on the type and scale of the development, the determination of the development application will be made by Council, Administration, the State Development Assessment Unit (SDAU) or the Metropolitan Inner-North Joint Development Assessment Panel (JDAP).**~~

Development and land-use proposals may need to be assessed and approved through a development application under Local Planning Scheme No. 2. The authority responsible for determining the application will depend on the type and scale of the proposal. It may be decided by Council, the Administration, the State Development Assessment Unit (SDAU), or the Metropolitan Inner-North Joint Development Assessment Panel (JDAP).

CITIZENSHIP
Ceremony

3.5 CONFLICT OF INTEREST

Council Members, CEOs and employees must make decisions in the best interests of their community. To do this, they must consider each issue on its merits.

A conflict of interest occurs when a person's position within the City of Vincent, or their financial or other personal interests, affect, have the potential to affect, or could have the appearance of affecting, their judgement, objectivity or independence.

Decision-making could be influenced, or perceived to be influenced, in a number of ways, including through financial relationships, personal relationships and the receipt of gifts. Conflicts of interests may arise from a number of sources, including friends, relatives, close associates, financial investments, business interests or dealings or past employment.

The ACT and related party declaration requirements of the Australian Accounting Standard set out requirements for Council Members, CEOs and local government employees to disclose interests to ensure transparency and accountability in decision-making.

Council Members, the CEO and employees must declare any actual or perceived conflict of interest between their personal interests and the impartial fulfilment of their professional duties in accordance with the requirements outlined below.

3.6 DISCLOSURE OF INTERESTS AFFECTING IMPARTIALITY

An impartiality interest does not apply to an interest referred to in section 5.60 of the ACT – i.e. it does not include financial or proximity interests.

3.6.1 COUNCIL MEMBERS

In accordance with clause 22 of the Nominated Members Code, a Council Member who has an impartiality interest in any matter to be discussed at a council or committee meeting attended by the Council Member must disclose the nature of the interest:

a) in a written notice given to the CEO before the meeting; or
b) at the meeting immediately before the matter is discussed.

3.6.2 EMPLOYEES & CONTRACTORS

In accordance with the Employee Code of Conduct and the Administration Regulations, employees who have an impartiality interest in a matter must disclose that interest:

1. where they are attending the council or committee meeting at which the matter is being discussed; or
2. if they have given, or will give, advice in respect to the matter at a council or committee meeting not attended by the employee.

In the first instance, the interest must be disclosed in writing to the CEO before the meeting or at the meeting immediately before the matter is discussed. In the second instance, the interest must be disclosed in writing to the CEO before the meeting or at the time the advice is given by the employee.

The City maintains a register of staff conflicts of interest, and any staff disclosing a conflict of interest that cannot be appropriately managed will be removed from the decision-making process.

3.7 FINANCIAL & PROXIMITY INTERESTS

Council Members and employees must comply with the laws governing financial interests, including the disclosure of financial interests, set out in the ACT. Sections 5.59-5.90 of the ACT establish the requirements for disclosure by Council Members and employees and contractors of financial interests (including proximity interests).

The onus is on Council Members, employees and contractors to identify possible financial interests (including proximity interests and non-financial interests), to determine whether an interest exists and whether any statutory exemption applies.

"The statutory definition of a financial interest is set out in section 5.60A of the Local Government Act 1995 as follows:

5.60A. Financial interest

For the purposes of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person."

The ACT requires you to disclose a proximity interest that you, or a person with whom you are closely associated, has in a matter before Council or a Committee.

A proximity interest arises if:

- a proposed change to a planning scheme affects land that adjoins your land;
- a proposed change to the zoning or use of land that adjoins your land; or
- a proposed development of land that adjoins your land (development refers to the development, maintenance or management of the land or of services or facilities on the land).

The existence of a proximity interest is established purely by the location of land. A financial effect on the valuation of your land or on the profitability of your business does not have to be established. It is therefore important that you fully understand when a proximity interest exists.

The person's land referred to is both land in which you, or a person with whom you are closely associated, has any estate or interest.

Land that adjoins a person's land is defined by the ACT as land that:

- not being a thoroughfare, has a common boundary with the person's land
- is directly across a thoroughfare from the person's land or
- is that part of a thoroughfare that has a common boundary with the person's land

The statutory definition of a proximity interest is set out in section 5.60B of the Act as follows:

**5.60B. Proximity interest*

1. *For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns —*
   - **a)** *a proposed change to a planning scheme affecting land that adjoins the person's land; or*
   - **b)** *a proposed change to the zoning or use of land that adjoins the person's land; or*
   - **c)** *a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.*
2. *In this section, land (the proposal land) adjoins a person's land if —*
   - **a)** *the proposal land, not being a thoroughfare, has a common boundary with the person's land; or*
   - **b)** *the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or*
   - **c)** *the proposal land is that part of a thoroughfare that has a common boundary with the person's land.*
3. *In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.**

3.8 RELATED PARTY DISCLOSURES

In July 2016, the scope of the Australian Accounting standard (AASB) 124 Related Party Disclosures was extended to local governments. The standard requires key management personnel (Council Members, CEO and Directors) to disclose information about transactions that have occurred between the local government and its key management personnel or their related parties.

At the end of each respective financial year, key management personnel must disclose information about transactions that have occurred between themselves, or their related parties, and the City. Examples of 'related parties' include close family members (typically spouse and any dependents), companies and trusts under their control.

The City is committed to complying with the disclosure requirements for related party transactions under the standards. Disclosure of relevant related party information provides greater transparency and identifies potential conflicts of interest.

3.9 PRIMARY & ANNUAL RETURNS

Council Members and 'designated employees' are required to complete primary and annual returns in accordance with the requirements of Division 6 of Part 5 of the ACT. Primary and annual outline financial interests, including property ownership. These interests could give rise to a conflict of interest.

Section 5.75 of the ACT requires Council Members and 'designated employees' to complete a Primary Return within three months of commencing in their role.

A primary return is a snapshot of personal financial information as it exists at the time of commencement.

At the end of each respective financial year, Council Members and 'designated employees' must complete an Annual Return, which discloses any changes to the information previously disclosed in their Primary Return or new interests that have accumulated since completing their Primary Return or last Annual Return.

The penalty for not completing your primary and annual return is a fine of $10,000; and a daily penalty of a fine of $500 for each day or part of a day during which the offense continues.

Primary Returns and Annual Returns assist with the decision-making process as they highlight an individual's interests at a particular point in time, thereby clarifying whether a conflict of interest may arise.

A relevant person is defined under section 5.74 of the Local Government Act 1995 as a person who is a:

- Mayor or president
- Council Member
- designated employee

Designated employees include:

- CEO
- employees with delegated powers and duties under Part 5, Division 4 of the Act
- employees who are members of committees comprising elected members and employees
- other employees nominated by the local government

3.10 GIFTS

It is the City's position that Council Members, the CEO and employees should not seek or accept (either directly or indirectly) any immediate or future gift (including any financial benefit, reward, donation or hospitality) for themselves, or for any other person or body, as a result of their role with the City.

However, it is acknowledged that there may be instances when receiving a gift is unavoidable or when refusal of a gift may be impossible or impractical. These circumstances will depend on the cultural context of the giving of a gift, the nature of the gift (perishable food or beverages or of no monetary value) and the relationship with the person giving the gift. In such a circumstance, the gift may be accepted on behalf of the City but should be disclosed in accordance with the requirements outlined below.

3.10.1 COUNCIL MEMBERS

It is the City's position that any gift received (and not able to be returned) by a Council Members and valued above $50 is to be disclosed and included in the City's Register of Gifts ~~within 10 days of receiving the gift~~. This requirement goes beyond the legislative requirement, which requires disclosure of gifts above $300 only.

The Department of Local Government, ~~Sport and Cultural Industries~~Industry Regulation and Safety (LGIRS) has prepared the frameworks shown at attachments A, B, and C to assist Council Members and CEO's in disclosing gifts.

In accordance with the ACT, Council Members (section 5.87A) and CEOs (section 5.87B) are required to disclose gifts that are received in their capacity as an Council Members or CEO and:

- are valued over $300 or
- are of a cumulative value that exceeds $300 where the gifts are received from the same donor in a 12-month period

Additionally, a gift given by two or more related bodies corporate (as defined by section 50 of the Corporations Act 2001 (Cth)) is considered to have been given by a single corporation.

The current and previous register of gifts are publicly available on the City's website.

These provisions recognise that a relationship is created between the donor and a recipient of a gift that could be perceived to affect decision-making. The reason for the receipt of the gift is irrelevant. This means that if the gift is received in a Council Member or CEO's personal capacity it still needs to be disclosed in accordance with the ACT requirements (there are a number of exemptions, which relate to gifts from family members).

The primary consideration is whether there is a matter before Council that the donor could benefit or suffer detriment as a result of.

Council Members should not participate in any part of the Meeting that involves the donor (section 5.67). Council Members must disclose the interest, in accordance with section 5.65, in writing to the CEO before the Meeting or immediately before the matter is discussed.

The CEO is also bound by these requirements and must not be involved in the preparation of the report to Council, either directly or indirectly (section 5.71A).

**The statutory definition of a gift is set out in section 5.57 of the Local Government Act 1995 as follows:*

5.57. Terms used

In this Division, unless the contrary intention appears — gift means —

a) *a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or*

b) *a travel contribution; travel includes accommodation incidental to a journey; travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person.**

The penalty for not disclosing a gift is a fine of $10,000; and a daily penalty of a fine of $500 for each day or part of a day during which the offense continues.

3.10.2 EMPLOYEE GIFTS

Employees are prohibited from accepting certain gifts as follows:

- a gift from a contractor, supplier, developer or applicant
- a gift with a value of $300 or more
- a number of gifts from the same person/ company equating to a value of $300 or more over a six-month period

It is the City's position that any gift received by an employee that is not able to be returned and is valued at $50 or more must be disclosed and recorded in the City's Gift Register. In accordance with the *Local Government (Administration) Regulations 1996*, the Chief Executive Officer has determined the threshold for prohibited gifts to be $50.

The $50 threshold is intended to support practical, proportionate and common-sense decision-making, while maintaining transparency and protecting against actual, potential or perceived conflicts of interest.

Events provided by WALGA, ALGA, LG Professionals WA/Australia, government bodies, or non-profit organisations for genuine training purposes in accordance with the *Local Government (Administration) Regulations 1996* are exempt from gift declaration and conflict of interest (COI) assessment.

Detailed guidance on the acceptance, refusal, return and recording of gifts is set out in the Employee and Contractor Code of Conduct and associated procedures.

~~It is the City's position that any gift received (that is not a prohibited gift as outlined above, is not able to be returned, and meets or exceeds the $50 threshold as determined by the CEO) must be disclosed using the City's Gift Disclosure Form within 10 days of acceptance.~~ It is the City's position that any gift received (that is not a ~~prohibited gift as outlined above and is not able to be returned) must be disclosed using the City's Gift Disclosure Form within 10 days of acceptance. The reason for the acceptance of the gift needs to be noted in the form.~~

~~Gifts accepted will be recorded on the City's internal gift register. Gifts with a value over $50 will also be included in a public version of the register which is accessible on the City's website.~~

3.10.3 CEO GIFTS

It is the City's position that any gift received (and not able to be returned) by the CEO is to be disclosed and using the City's Gift Disclosure Form within 10 days of acceptance. The reason for the acceptance of the gift needs to be noted in the gift disclosure form.

Gifts accepted will be recorded on the internal gift register. Gifts with a value over $50 will also be included in a public version of the register which is accessible on the City's website.

The CEO must not be involved in the preparation of a report to Council, either directly or indirectly, if in receipt of a gift in relation to that advice or report (s 5.71A of the ACT):

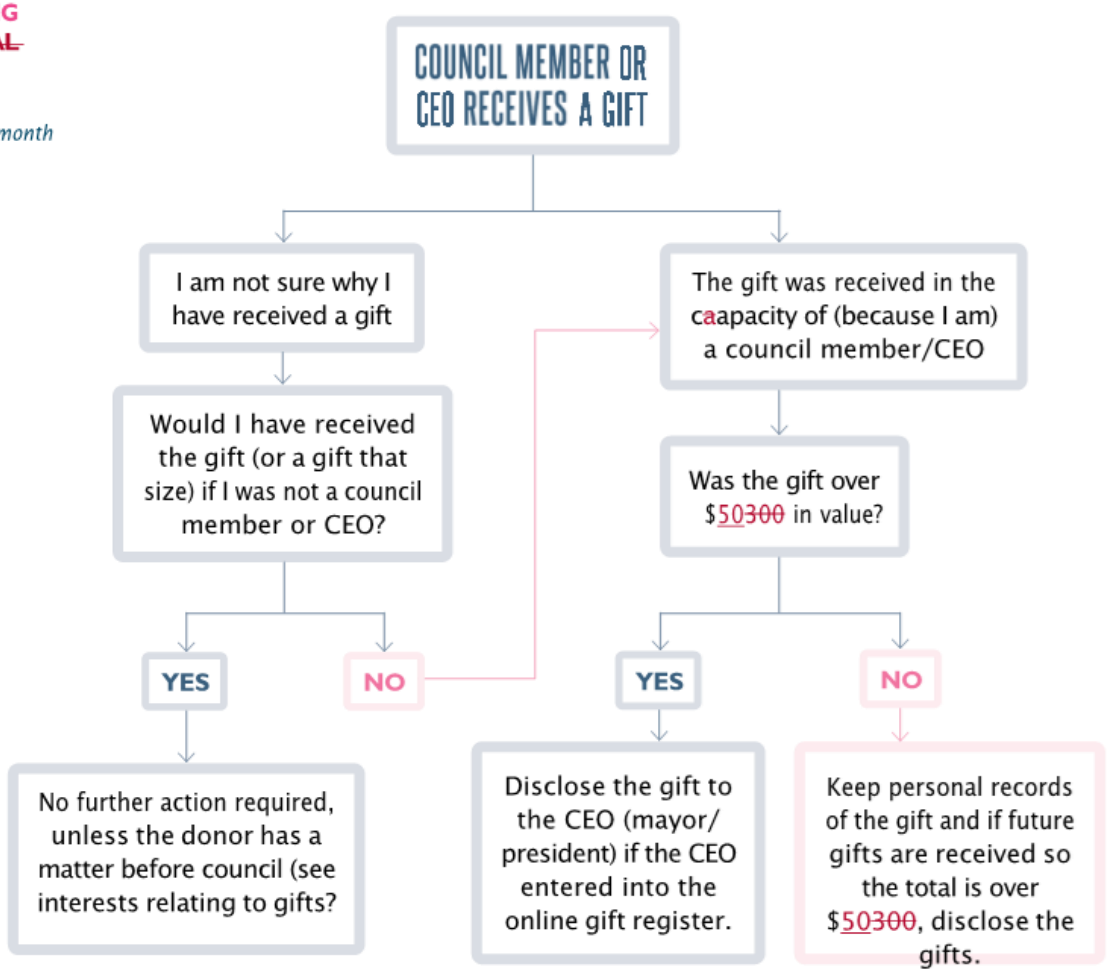
**5.71A CEOs to disclose interests relating to gifts in connection with advice or reports*

1. *A CEO who has an interest relating to a gift in a matter in respect of which the CEO proposes to provide advice or a report, directly or indirectly, to the council or a committee must disclose the nature of the interest in a written notice given to the council.*
2. *A CEO who makes a disclosure under subsection (1) must not provide the advice or report unless the CEO is allowed to do so under section 5.71B(2) or (6).*
3. *A CEO who has an interest relating to a gift in a matter in respect of which another employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when the advice or report is provided.*

*The penalty for this subsection: imprisonment for 24 months and a fine of $24,000**

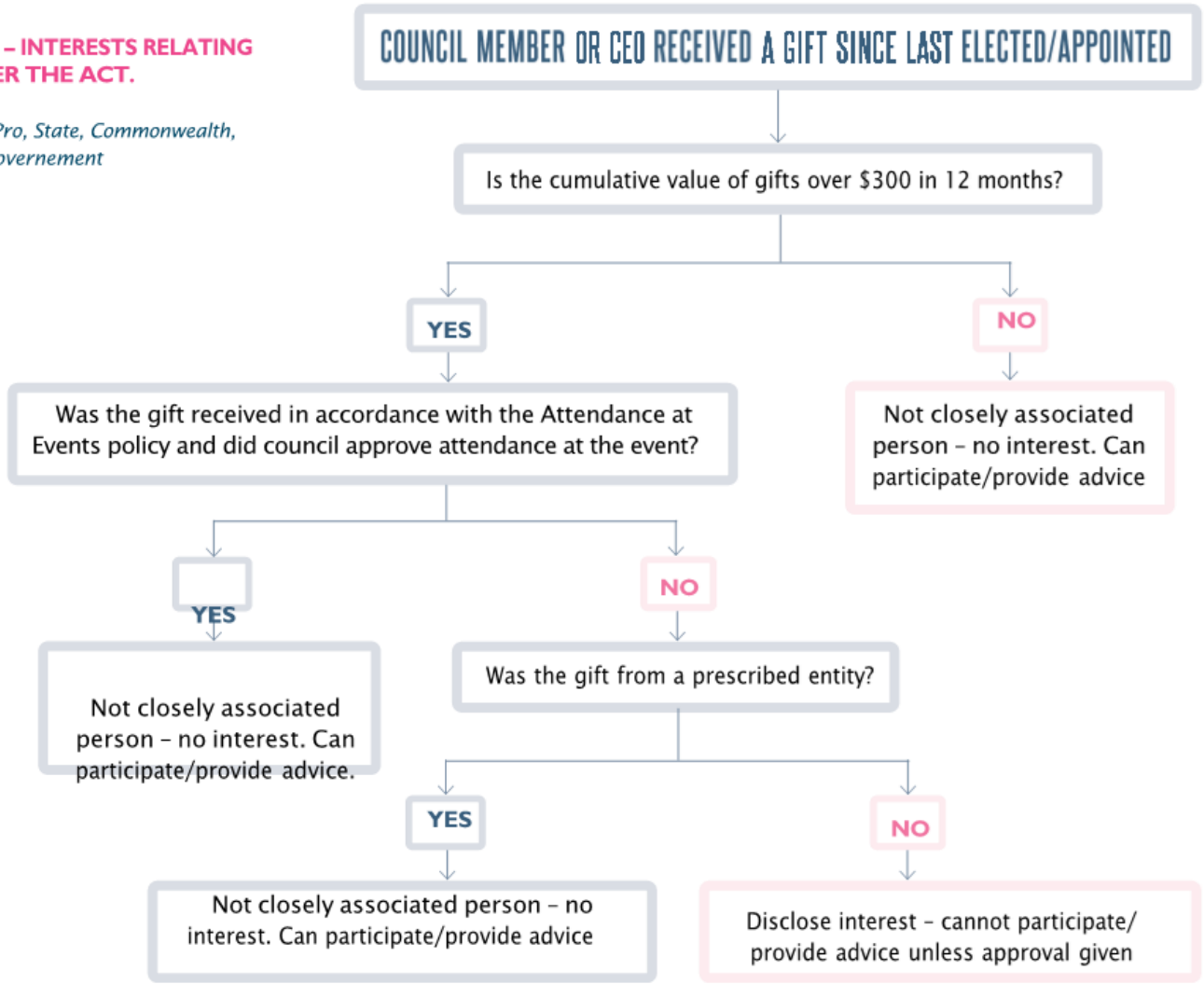
ATTACHMENT A – GIFT REPORTING FRAMEWORK ~~UNDER THE LOCAL GOVERNMENT ACT 1995.~~

**Or a series of gifts from a person in a 12-month period was over $50~~300~~ in value*

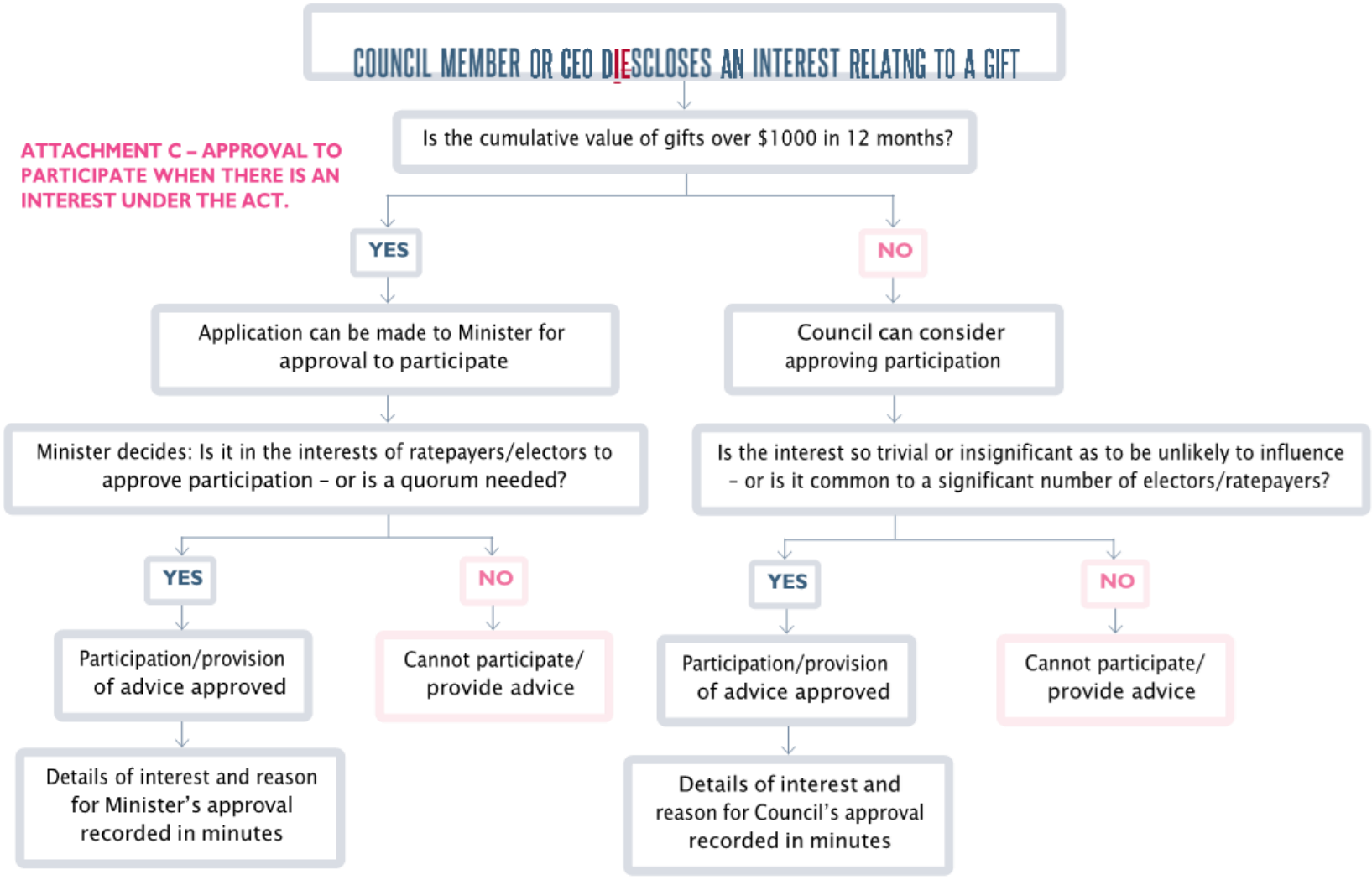


ATTACHMENT B – INTERESTS RELATING TO GIFTS UNDER THE ACT.

**WALGA, ALGA, LGPro, State, Commonwealth, Territory or local governement*



ATTACHMENT C – APPROVAL TO PARTICIPATE WHEN THERE IS AN INTEREST UNDER THE ACT.



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3.11 CONTACT WITH DEVELOPERS

Contact with developers is a normal and necessary function of the role of a Council Member.

However, the nature and frequency of that contact can sometimes lead to allegations or perceptions of bias, influence or even corruption being made towards Council Members. Ensuring that decision-making processes are open and transparent reduces the opportunities for such allegations or perceptions to be raised.

Council Members are to record any prescribed contact they have with developers on the Contact with Developers Register in accordance with the Council Member Contact with Developers Policy.

The Council Member Contact with Developers Register is maintained by the CEO and published on the City's website.

3.12 DELEGATIONS

Some legislation confers powers on local governments to allow Council to delegate power to a committee of the local government, the local governments CEO or in limited circumstances other persons or employees.

The purpose of delegating a power is to allow matters that are routine, may have a time constraint or can change rapidly to be dealt with efficiently.

The extent of delegation, conditions that may be applied, records that must be kept and the review and amendment processes depend on the various heads of power in the Acts' themselves.

Delegates exercise the delegated decision-making function in their own right, in other words they have discretionary decision-making powers. The use of delegated authority means that a large volume of routine work can be effectively managed and acted on promptly, which in turn facilitates efficient service delivery to the community.

In situations where an employee has been delegated a power or duty by the CEO, and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and must either disclose the nature of the interest to the CEO (or should the employee be the CEO, disclose the nature of the interest to the Mayor).

The City's **Register of Delegation, Authorisations and Appointments** is reviewed by Council on an annual basis and is available on the City's website.

This register includes:

- delegations from Council to the CEO
- sub delegations from CEO to other employees
- appointments of authorised persons
- ~~-~~ appointments of other employees

**The provisions of the ~~LGA~~ACT which provide for delegations by a local government or its CEO are as follows:*

- *Section 5.16(1), states: 'Under and subject to section 5.17, a local government may delegate to a committee any of its powers and duties other than this power of delegation.'*
- *Section 5.42(1), states: 'A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43; or the Planning and Development Act 2005 section 214(2), (3), or (5).'*
- *Section 5.44(1), states: 'A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.'*
- *The Act has been framed in a way that determines whether powers and duties can be delegated or not. If the term 'council' is used then it is the council itself which must carry out that function. If the term 'local government' is used then it may be possible to use delegation, subject to any other express powers against delegation or the desirability in using 'acting through' where it may be a better way of carrying out the power or duty.**

3.12.1 CONCEPT OF ACTING THROUGH

Employees do not always need delegations or sub delegations to carry out their tasks and functions on behalf of the local government. Basically, a function may be undertaken through the "acting through" concept where a person has no discretion in carrying out that function – the outcome will not be substantially different regardless of the circumstances or who exercised the power.

The key difference between a delegation and acting through is that a delegate exercises a decision-making function in his or her own right. For example, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to "act through" another employee.

3.12.2 AUTHORISED PERSONS

Authorised persons are given powers to do certain things under an Act, regulation or local law; usually to issue an infringement, make inquiries, enter on to property, issue a notice or to enforce a provision.

The CEO has been delegated the authority to appoint authorised persons for the purpose of fulfilling prescribed functions within the Act and its subsidiary legislation, including Local Government Regulations, the *Local Government (Miscellaneous Provisions) Act 1960* and Local Laws made under the Act.

An authorised person, once appointed, is responsible for fulfilling the powers and duties assigned under law to an authorised person, which may be specified or limited in an Act or regulation, or the certificate of authorisation.

3.13 EXECUTIVE FUNCTIONS

The executive functions of the City are to administer its local laws and to provide services and facilities deemed necessary for the good governance of the community.

Services and facilities are managed to ensure that they integrate and not duplicate with any services provided by the State, Commonwealth or any public body.

**3.18. Performing executive functions*

1. *A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.*
2. *In performing its executive functions, a local government may provide services and facilities. ~~A local government can, therefore, administer local laws and provide services and facilities in order to provide for 'the good government of the district'.~~*
3. *A local government ~~must~~ is to satisfy itself that ~~the~~ services and facilities that it provides:*
   a) *integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body; and*
   b) *do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and*
   c) *are managed efficiently and effectively.**

3.14 POLICIES

Section 2.7(2)(b) of the Act states that the Council is to "determine the local government's policies".

Policies, together with plans and strategies, guide decision-making by Council and Administration and provide a clear framework for the delivery of the City's strategic objectives. Council may make, amend or repeal policies and other corporate documents to ensure that they are consistent with relevant legislation and aligned with the Strategic Community Plan.

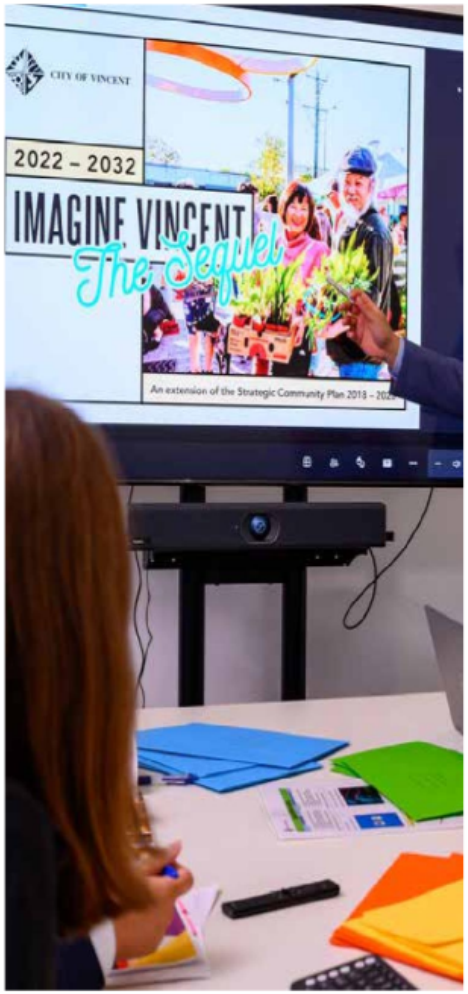
In some cases, policies are prepared under statutory instruments, such as local planning policies made under the City's Local Planning Scheme. Where this occurs, the legal effect of the policy is governed by the relevant statutory framework. To support a consistent and transparent approach to the development, review and management of corporate documents, the City has adopted a Corporate Document Development Framework. This framework ensures that the City's policies, plans and strategies:

- align with the priorities of the Strategic Community Plan
- are developed and reviewed in a structured and consistent manner
- remain contemporary, relevant and reflective of community expectations
- support clear accountability and informed decision-making.

The key components of this framework include:

- the **Corporate Document Development Policy**, which establishes the legislative hierarchy of corporate documents and sets out principles for consultation, adoption, review and repeal
- the **Corporate Document Register and Review Plan**, which provides a central record of corporate documents and their review status
- an approved **review schedule**, which supports regular and systematic review of corporate documents and reporting to Council.

Together, these elements provide assurance that the City's corporate documents are well-governed, strategically aligned and subject to ongoing review.



~~Policies guide decision making by Council and Administration. Policy provisions are at the discretion of the Council provided they are in accordance with relevant legislation and align with the SCP.~~

~~Council is responsible for making, amending and revoking policies as required to ensure policies remain relevant and reflect community views and current practices.~~

~~In addition, policies may also be prepared under statutory instruments (e.g., local planning policies prepared under the City's Local Planning Scheme No. 2 (LPS2)). In such cases, the legal effect of the policy will be documented in the relevant statutory instrument.~~

~~At its 15 December 2020 meeting, Council approved the **Policy and Development Review Policy**.~~

~~The policy identifies the legislative hierarchy of governing documents and proposes to align all documented City positions (strategies, policies and action plans) to the priorities of the SCP.~~

~~Alignment to the priorities of the SCP will assist Council, Administration and the community in clearly identifying the delivery and implementation of the community's long-term vision.~~

~~To support implementation of this policy, Administration has developed a Policy Document Register and Review Plan which identifies the systematic review of all policy documents and a monthly publication program to facilitate early consultation of objective and agenda setting with Council Members. Administration is required to review this annually and present an update to Council.~~

3.15 LOCAL LAWS

The Council is responsible for adopting a set of local laws under Division 2 section 3.5 of the Act.

Council, when making local laws, must be aware of their legislative effect and the process as outlined in the Act.

The Local Laws reflect community standards and provide for the good governance of the City.

The process for adopting local laws provides the community with a six-week advertising period to allow for the opportunity to comment on proposed local laws. The local law is then presented once more to Council and any public submissions are considered. Upon final adoption the local laws are gazetted and considered by the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

The City is required to review all its local laws every ~~eight~~ fifteen years from the date they came into operation or from the date, they were last reviewed. This review process also allows for community consultation and feedback.

The City has the following local laws:

- Animal Local Law 2022
- Fencing Local Law 2008
- Health Local Law 2004
- Local Government Property Local Law 2021
- Parking Local Law 2023
- Meeting Procedures Local Law 2008
- Trading in Public Places Local Law 2008

PRINCIPLE 4 - COMMITMENT TO SUSTAINABILITY

The City recognises the importance of not only addressing the current needs of the community, but also the needs of future generations. To do this, the City must operate in a manner, which considers the long-term environmental, financial and resource implications. ~~**4.1 Environmental**~~

4.1 ENVIRONMENTAL

This commitment is led by the Sustainable Vincent Framework 2025–2028, which sets priority areas including climate action, resilient infrastructure, a healthy and thriving city, responsible investment, resource conservation, and regenerative, green and biodiverse places.

Our environmental focus is delivered through the Enhanced Environment Strategy 2025–2030, which sets practical objectives and targets for water conservation and management, urban greening and biodiversity, and resource conservation and waste—for example increasing tree canopy on City land and private land, reducing scheme and groundwater use, and cutting waste to landfill while embedding circular economy principles in City operations.

These documents align with our Strategic Community Plan and support the City's pledge to achieve operational net zero by 2030.

~~**The City's commitment to environmental sustainability is reflected in its Sustainable Environment Strategy 2019 – 2024 (SES). The SES sets out achievable actions for the City to implement over the next five years, to:**~~

- ~~Ensure that the City acts in an environmentally sustainable manner in all of its operations.~~
- ~~Encourages, empowers and supports the City's community to live in an environmentally sustainable manner.~~

~~The SES includes a number of positive actions for delivering a sustainable natural and built environment for the community.~~

~~The SES sets out actions to be undertaken across five key opportunity areas plus the overarching area of net zero greenhouse gas emissions from City operations to be achieved by 2030:~~

- ~~energy~~
- ~~transport~~
- ~~water~~
- ~~urban greening and biodiversity~~
- ~~waste~~

4.2 FINANCIAL MANAGEMENT

The CEO is accountable to Council for the financial performance of the City. The CEO must ensure that certain fundamentals are in place including, but not limited to:

- appropriate financial systems, plans, strategies and protocols
- adequate resources to support the City's activities and financial monitoring and performance
- suitable internal review and audit mechanisms
- an organisational culture where responsibility and accountability are clearly delineated and understood
- adherence to and compliance with legislative provisions

4.2.1 ASSET MANAGEMENT

In accordance with section 5.56(1) of the Act, local governments are required to plan for the future, which includes the management of assets. The asset management plan and strategy will inform the annual budget and LTFP.

**The Department of Local Government, ~~Sport and Cultural Industries (DLGSCI)~~ Industry Regulation and Safety (DGIRS) guidelines state that:*

*"Asset management is critical to meeting local government strategic goals within an Integrated Planning and Reporting approach. Asset Management Policies, Asset Management Strategies and Asset Management Plans (AMP) are informed by, and in turn inform, the community aspirations and service requirements in the Strategic Community Plan.**

The Asset Management and Sustainability Strategy 2020 – 2030 (AMSS) Implementation Plan provides detailed and technical guidance around the planning, management and provision of the City's assets and was endorsed by Council in November 2021.

The purpose of the City of Vincent Asset Management and Sustainability Strategy (AMSS) is to provide a strategic framework that guides the:

- planning, management and provision of assets
- renewal and investment in assets
- utilisation and rationalisation of assets
- best use of resources for the benefit of current and future generations

The AMSS has four key objectives to meet the City's asset sustainability goals:

1. having enough funds to keep our assets up to date
2. keeping our historic assets safe for use
3. future planning for sustainable assets
4. making sure our assets meet current and emerging community needs

The AMSS is intended to guide the management of the City's asset portfolio over the next 10 years with regular review of progress of the Implementation Plan.

PRINCIPLE 5 - ACCOUNTABILITY

~~The need for local governments to account for their activities and have systems in place, which support and reinforce this accountability.~~**Local Governments should be accountable for their actions and have systems in place that support and reinforce this responsibility.**

Excellence in governance is based on the premise that ~~those who~~everyone involved – both Council Members and the Administration- if held accountable for their conduct and decisions. ~~are involved in governance, both Council Members and Administration are held to account for what they do.~~

Accountability means ~~holding~~ ensuring Council Members, the CEO and ~~employees of a local government~~ are responsible for the local government's~~its~~ performance. The public's trust ~~placed~~ in the public sector, and in ~~its~~ Council Members to act in the public interest, ~~can be~~is justified ~~in the manner in which their duties have been performed.~~by how effectively and responsibly these duties are carried out.

5.1 COMPLIANCE AUDIT

Local governments are required to undertake a compliance audit in the prescribed manner and in a form approved by the Inspector, and to report the results to Council.

The Compliance Audit Return (CAR) is reviewed by the Audit, Risk and Improvement Committee prior to being presented to Council for consideration and approval, in accordance with the *Local Government (Audit) Regulations 1996*.

The timing for completion and submission of the CAR is prescribed by the Inspector.

For the 2025-26 reporting period, the submission deadline has been deferred to 30 September 2026 as a transitional arrangement associated with the introduction of the Local Government Inspectorate.

~~**Section 7.13(1)(i) of the LGAACT requires local governments to undertake an audit of compliance "in the prescribed manner and in a form approved by the ". In accordance with section 7.13(1)(i), the Department of Local Government, Sport and Cultural Industries (Department) requires that all local governments complete a CAR by 31 March of the following year.**~~

~~In accordance with Regulation 14(3a) of the Local Government (Audit) Regulations 1996, the Audit Committee is to review the CAR prior to the CAR being presented to Council for approval.~~

~~In accordance with Regulation 14(3a) of the Local Government (Audit) Regulations 1996, the Audit Committee is to review the CAR prior to the CAR being presented~~

~~to Council for approval.~~

5.2 AUDIT, & RISK & IMPROVEMENT COMMITTEE

The Audit, Risk and Improvement Committee (Committee) supports Council by providing independent advice and assurance in relation to the local government's audit, risk management, internal control, legislative compliance and continuous improvement frameworks.

The Committee's role includes reviewing and making recommendations to Council on matters relating to:

- financial management and reporting;
- risk management and internal control systems;
- legislative compliance;
- internal and external audit planning, conduct and reporting; and
- opportunities for continuous improvement in governance, systems and processes.

The Committee's primary objectives are to:

- provide independent oversight of internal and external audit activities;
- liaise with the local government's internal and external auditors to support effective audit outcomes;
- review the adequacy and effectiveness of risk management, internal control and compliance frameworks; and
- support a culture of continuous improvement across the organisation.

Reports and recommendations from the Committee assist Council in discharging its legislative responsibilities, including oversight of financial management, risk and compliance, and ensuring transparency and accountability in the conduct of the local government's affairs.

The Committee promotes openness in financial and performance reporting and works with the Chief Executive Officer to support the effective and efficient operation of the local government's systems, processes and controls.

In performing its role, the Committee facilitates:

- the credibility and objectivity of financial and non-financial reporting;
- effective management of strategic, operational and financial risks, and protection of local government assets;
- compliance with applicable legislation and adoption of better-practice governance principles;
- coordination between internal and external audit activities; and
- effective communication between the external auditor, internal auditor, the Chief Executive Officer and Council.

5.3 CUSTOMER SERVICE & COMPLAINTS MANAGEMENT

The City has adopted a Customer Service Charter, which reflects the City's commitment to providing quality service and outlines what the community can expect from the City.

Customer service requests or complaints are processed in accordance with the Complaint Management Policy.

The City strives to provide a friendly, professional and efficient service which meets the needs of the community.

5.4 ACCESS TO INFORMATION

Section 5.94 of the ~~LGA~~ACT sets out certain Local Government information that members of the public can inspect with limits on those rights detailed in Section 5.95.

The Western Australian Freedom of Information Act 1992 gives people a right to access documents of an agency, subject to the sensitivity of the document and the exemptions applied pursuant to the Act. The Act is designed to make sState and local governments more open and accountable to the public by creating a general right of access. The City of Vincent is committed to transparency and accountability and seeks to provide members of the public with access to information in the most time efficient and low- cost methods, while ensuring the privacy of staff and the public is protected.

This position has been formalised in the following documents:

- Freedom of Information Statement 2023**2025**
- Freedom of Information Access Arrangements
- Freedom of Information **Requests** Policy ~~4.1.4~~

5.5 ~~PRIVACY OF INFORMATION~~INFORMATION PRIVACY

The City of Vincent views privacy compliance as an integral part of its commitment to accountability and integrity ~~in~~ across all its activities and ~~programmes~~programs. The City is committed to ~~compliance~~ complying with all~~the~~ laws ~~that deal with personal and health information about individuals that is stored or received by it.~~governing the collection, storage, and handling of personal and sensitive health information that it holds or receives.

Consequently, we will:

~~- Only use personal information provided by an individual for the purposes for which it was collected and for any other authorised use.~~
~~- Only disclose personal information to any third party (including other authorities) where authorised.~~
~~· Take all necessary measures to prevent unauthorised access or disclosure.~~

- Only collect personal information when necessary for it core or related functions, with consent, or as authorised by law.
- Only use or disclose personal information for the purpose it was collected, or for another lawful and appropriate purpose such as a related function, with consent, or to protect the safety of individuals.
- Take all necessary measures to prevent unauthorised access of disclosure.

5.6 PERFORMANCE MANAGEMENT & REPORTING

The Council is accountable for monitoring performance in the achievement of the City's strategic direction, goals and financial outcomes.

The management of the City's performance and the reporting of that performance to the community is achieved in several ways.

5.6.1 ANNUAL FINANCIAL REPORT

Section 5.53 of the Act requires local governments to prepare an annual report that contains a financial report for the proceeding financial year. The report provides information about the City's financial activities, income and expenditure.

The City's Annual Financial Report is to be audited by an external auditor and is to be considered by the Audit, Risk and Improvement Committee before being submitted to Council for adoption.

5.6.2 ANNUAL REPORT

In accordance with section 5.53 of the Act the City prepares an Annual Report each financial year.

The Annual Report is the City's key reporting document that details a summary of the activities throughout each year, and outlines progress made towards strategic objectives set out in guiding strategic documents.

5.6.3 CEO PERFORMANCE REVIEW

Section 5.38 of the Act- requires Council to review the performance of the CEO at least once each year. Conducting this review is an important function of Council because the CEO is Council's only employee and it is through this review process that Council can also review the performance of the organisation.

The CEO Annual Performance Review Policy sets out the manner in which this annual review is to be conducted.

5.6.4 EMPLOYEE PERFORMANCE REVIEW

In accordance with the Act, the performance of all employees is to be reviewed at least once in relation to every year of their employment.

The City's performance and development procedure ensures the consistent review of employee performance and development and encourages open and honest communication between employees and leaders.

5.6.5 ORGANISATIONAL PERFORMANCE PROGRAM

The Organisational Performance Program (OPP) is a City of Vincent strategic initiative to continuously improve how services are delivered to the community. Through a structured and transparent approach, the OPP ensures that services are appropriate, effective and efficient, aligning with community needs and future priorities.

CITY OF VINCENT
244
ADMINISTRATION & CIVIC CENTRE
244 VINCENT STREET LEEDERVILLE 6007

Review of the Governance Framework

The Governance Framework will be reviewed following each ordinary local government election, with any proposed amendments to be presented to Council for adoption within six months of the election.

REVISIONS

OFFICE USE ONLY			
REVIEW	**COUNCIL ITEM**	**CM REF**	**DETAILS**
18/08/2020	OMC – 12.5 Minutes	D20/148041	Adoption
20/10/2020	OMC – 9.4 Minutes	D20/195873	Updated to include priority health outcome consideration from the Public Health Plan 2020 – 2025 in Council reports.
22/06/2021	OMC – 12.4 Minutes	D21/106344	Updated to reflect the division of the codes of conduct, procedural requirement for dealing with complaints about alleged breaches of the behaviour and updated gift and conflict of interest provisions in line with the new regulations.
16/11/2021	OMC – 9.7 Minutes	D21/206878	Reviewed after local government election in consultation with Council Members. Updates detailed in report 9.7.
18/10/2022	OMC – 12.2 Minutes	D22/185226	A minor amendment to the Contact with Developers section to reflect amendments to the Council Member Contact with Developers Policy. The policy was updated to require Council Members to record every instance of contact with a developer, including where contact occurs prior to the lodgement of a development application.
23/04/2024	OCM – 12.1 Minutes	D24/42002	Reviewed after local government election in consultation with Council Members. Updates detailed in report 12.1.

Administration and Civic Centre
A: 244 Vincent St, Leederville WA 6007
T: 08 9273 6000
E: mail@vincent.wa.gov.au
W: vincent.wa.gov.au

This document is available in other formats and languages upon request.

COV1591

8.6 INFORMATION BULLETIN

Attachments:

1. **Minutes for Arts Advisory Group Meeting held on 25 February 2026**
2. **Unconfirmed Minutes of the Mindarie Regional Council Special Meeting held on 19 March 2026**
3. **Statistics for Development Services Applications as at the end of February 2026**
4. **Statistics for Development Services Applications as at the end of March 2026**
5. **Register of Legal Action and Prosecutions Monthly - Confidential**
6. **Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 1 April 2026**
7. **Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current**
8. **Register of Applications Referred to the Design Review Panel - Current**
9. **Snap, Send, Solve Update as at March 2026**
10. **Register of Petitions - Progress Report April 2026**
11. **Register of Notices of Motion - Progress Report - April 2026**
12. **Register of Reports to be Actioned - Progress Report - April 2026**
13. **Council Workshop Items since 11 March 2026**
14. **Council Briefing Notes - 3 March 2026**

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated April 2026.

MINUTES

CITY OF VINCENT

ARTS ADVISORY GROUP

Wednesday, 25 February 2026 at 17:30-18:30

Venue: Committee Room
City of Vincent
Administration and Civic Centre
244 Vincent Street Leederville

Attendees:

City of Vincent Councillors
Cr Reece Wheadon (Chairperson)

Community Representatives

Wayne Herring (WH)	Iwan Isnin (II)
Imogen Kotsoglo (IK)	Helen Morgan (HM)
Katrina Longo (KL)	Kaye Guthrie (KG)

City of Vincent Officers
Lauren Formentin, Senior Place Planner (LF)
Eamonn Lourey, Coordinator Place (EL)
Reuben Black, Place Project Officer (RB)

Guests
Tom Campbell, Artist engaged for Know Thy Neighbour artist residency (TC)

Apologies
Marisa Santosa (MS)
Cr Suzanne Worner (SW)
Rebecca Riggs-Bennett, Curator for Know Thy Neighbour at SPACED (RR-B)

1. **Welcome/Declaration of Opening**
   Councillor Wheadon opened the meeting at 5:30pm and delivered the Acknowledgement of Country.

2. **Apologies**
   Marisa Santosa (MS)
   Cr Suzanne Worner (SW)
   Rebecca Riggs-Bennett, Curator for Know Thy Neighbour at SPACED (RR-B)

3. **Confirmation of the Minutes**
   That the Minutes of the meeting held on 26 February 2025 be received and confirmed as true and correct record.

4. **Business**

4.1 City of Vincent partnership with SPACED for Know Thy Neighbour #4

- Tom Campbell is the chosen artist for SPACED's Know Thy Neighbour program based in the City of Vincent. TC was drawn to SPACED through their connection and inspiration from the local communities surrounding their residency. Explains their practice as a mixture of movement and texture/objects - currently exploring the tension that is embodied through movement, especially through waacking and street dance battles.
- Advice was sought regarding any connections to individuals, community groups or resources that might benefit their residency.

- A parallel was drawn between SPACED's Know Thy Neighbour program and the 1970s sitcom Love Thy Neighbour which aired in the UK. Love Thy Neighbour was a problematic show with strong racial themes and has become triggering for people of colour from that generation. This information will be passed on to SPACED.

4.2 Artsource Partnership: Halvorsen Hall & Lee Hopps Cottage

- One of the members was involved in a past EOI submission for Halvorsen Hall and would like more information on why it wasn't successful. Admin will pass on to the relevant team to provide more information.
- It was recommended that Artsource be held to strict KPIs to ensure that there are deliverables from the partnership and a shared gameplan for the residencies and artist occupancies. Administration invited AAG members to provide any further comments and suggestions in the coming weeks, but some initial thoughts included workshops, exhibitions and the creation of artworks within a predetermined timeframe.
- It was also proposed that at least one of the occupancies in Artsource's program be filled by a local City of Vincent artist.

4.3 Potential Beatty Park Changeroom Mural Project

- Overview of project and timeline was discussed. Construction will finish in the next 3 months and the mural EOI going out after construction has been completed.
- One member expressed their preference to wrap the entire changeroom in a mural, as just covering one wall would lead to the perception that the project was unfinished. This will depend on budget.
- If a specific wall was to be chosen, it was discussed that the western wall facing the carpark would be the preferred option, as it would provide a pleasant arrival point and would leave the eastern wall to provide a cleaner view from the playing fields to Beatty Park. The northern wall facing the playground could also be a great outcome, to engage children.
- Themes for the mural included considering the site's past, present and future contexts.

5. Close/Next Meeting

The Chairperson closed the meeting at 6:45 pm. The next meeting is scheduled to be held on 03 June 2026.

Signed _____

Councillor (Chairperson)

Dated this 16 day of March 2026

Date:	28 November 2024
Time:	6:30PM
Location:	Town of Victoria Park

MINDARIE REGIONAL COUNCIL

Ordinary Council Meeting

Minutes

mrc.wa.gov.au

MINDARIE REGIONAL COUNCIL
NOTICE OF MEETING

22 November 2024

Councillors of the Mindarie Regional Council are advised that an Ordinary Meeting of the Council will be held at the Town of Victoria Park at 6.30 pm on 28 November 2024.

The agenda pertaining to the meeting follows.

Your attendance is respectfully requested.

SCOTT CAIRNS
CHIEF EXECUTIVE OFFICER

MINDARIE REGIONAL COUNCIL - MEMBERSHIP

Cr S Proud, JP (Stephanie) - Chair	City of Stirling
Cr K Vernon (Karen)- Deputy Chair	Town of Victoria Park
Cr R Fishwick, JP (Russ)	City of Joondalup
Cr C May (Christopher)	City of Joondalup
Cr L Gobbert, JP (Liam)	City of Perth
Cr A Creado (Andrea)	City of Stirling
Cr J Ferrante (Joe)	City of Stirling
Cr C Hatton (Chris)	City of Stirling
Cr A Castle (Alex)	City of Vincent
Cr P Miles (Paul)	City of Wanneroo
Cr J Wright (Jordan)	City of Wanneroo
Cr G Mack (Gary)	Town of Cambridge

NB: Although some Councils have nominated alternate members, it is a requirement that a Council carries a specific resolution for each occasion that the alternate member is to act.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
28 November 2024

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MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
28 November 2024

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.38 pm
The Chair welcomed Mr Sheikh from the Office of the Auditor General, WA.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

MRC COUNCILLORS

Cr S Proud, JP (Stephanie) CHAIR	City of Stirling
Cr K Vernon (Karen) DEPUTY CHAIR	Town of Victoria Park
Cr R Fishwick, JP (Russ)	City of Joondalup
Cr C May (Christopher)	City of Joondalup
Cr L Gobbert (Liam)	City of Perth
Cr A Creado (Andrea)	City of Stirling
Cr J Ferrante (Joe)	City of Stirling
Cr C Hatton (Chris)	City of Stirling
Cr A Castle (Alex)	City of Vincent
Cr P Miles (Paul)	City of Wanneroo
Cr J Wright (Jordan)	City of Wanneroo
Cr G Mack (Gary) *attendance via MS Teams*	Town of Cambridge

Apologies
Nil

MRC Officers
Mr S Cairns (Chief Executive Officer)
Ms A Arapovic (Executive Manager Corporate Services)
Mr D Turner (Projects and Procurement Manager)
Ms S Cherico (Human Resource Manager)
Ms D Toward (Executive Assistant)

Approved leave of absence
Nil

Member Council Observers

Mr N Claassen	City of Joondalup
Mr M Pennington	City of Joondalup
Mr A Murphy	City of Stirling
Ms Y Plimbley	City of Stirling
Mr P Varris	City of Vincent
Mr A Griffiths	City of Vincent
Mr H Singh	City of Wanneroo
Mr J Gault	City of Wanneroo
Mr A Head	Town of Cambridge
Mr J Wong	Town of Victoria Park

MRC Observers:
Mr R Davies `

VISITORS
Mr Aamir Sheikh, Assistant Director, Office of the Auditor General, WA *attendance via MS Teams*

3 DECLARATION OF INTERESTS

Item	Name	Interest	Reason
14.6 CEO Performance Review	Scott Cairns	Financial Interest	Scott Cairns is the CEO

4 PUBLIC QUESTION TIME

WRITTEN QUESTIONS RECEIVED PRIOR TO THE COUNCIL MEETING HELD ON 28 NOVEMBER 2024

Ms O'Byrne, Kinross

The Chair elected for the questions from Ms O'Byrne to be responded to as normal business correspondence in accordance with the Mindarie Regional Council Meeting Procedures Local Law 2020. The question and answers will also be provided in the next Ordinary Council meeting Agenda.

QUESTIONS ASKED VERBALLY AT THE COUNCIL MEETING HELD ON 28 NOVEMBER 2024:

Mr Adrian Hill, Burns Beach

Q1. Can I request some clarity on the MRC's decision to cease using leachate evaporation this year and what was the reason for the decision, and who was involved in making the decision?
A1: The decision was taken in 2023, due to the number of odour reports and DWER at the time took the view that the odour source was leachate.
The decision was taken by the Executive Manager Operation, in consultation at the time with officers from DWER.

Q2: Please advise if you did a risk assessment before ending evaporation?
A2: There was no formal written risk assessment process undertaken. The view at the time was that, given the increased pressure upon MRC to minimise odour, the only available option was to cease leachate evaporation and find a solution thereafter regarding leachate management. Stopping the receipt of odorous materials on the elevated landfill was not a valid

option given the need to continue services for member councils. In discussion with the CEO, the risks were assessed, and a decision was taken, but the decision to stop was, at that time, expected to be a temporary one. Subsequent events thereafter inhibited recommencing evaporation.

5 ANNOUNCEMENT BY THE PRESIDING PERSON

Nil

6 APPLICATION FOR LEAVE OF ABSENCE

Cr Jordan Wright requested a leave of absence from Council duties from 19 December 2024 to 03 January 2024.

Moved Cr May seconded Cr Hatton
That Council approves the request for a leave of absence from Council duties for Cr Jordan Wright covering the period 19 December 2024 to
CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

Cr Joe Ferrante requested a leave of absence from Council duties from 13 December 2024 to 18 January 2024.
Cr Karen Vernon requested a leave of absence from Council duties from 22 December 2024 to 14 January 2025
Cr Christopher May requested a leave of absence from Council duties from 21 December 2024 to 14 January 2024
Cr Gary Mack requested a leave of absence from Council duties from 2.12.2024 to 11.12.2024

Moved Cr Wright, Seconded Cr Ferrante
CARRIED UNANIMOUSLY 12/0

For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

7 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 ORDINARY COUNCIL MEETING – 26 September 2024

The Minutes of the Ordinary Council Meeting held on 26 September 2024 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION
That the Minutes of the Ordinary Meeting of Council held on 26 September 2024 be confirmed as a true record of the proceedings.

Moved Cr Hatton, seconded Cr Vernon
RESOLVED
That the recommendation be adopted

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

MOVED Cr Proud, Seconded Cr Vernon
Procedural Motion

1. To suspend the operation of clause 5.2 – Order of Business - in accordance with clause 10.1(j) of the Mindarie Regional Council Meeting Procedures Local Law 2020.
   Reasons:
   For efficiency of the meeting to enable consideration of Confidential Items 14.4 to 14.5 to allow the representative from the Office Auditor General (OAG), Mr Sheik to participate in items 14.4 & 14.5 and then leave once these items have been completed.

CARRIED 11/1
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Proud, Vernon and Wright
Against: Miles

Moved Cr Vernon, Seconded Cr Castle
Procedural motion:
In accordance with clause 10.1(h) of the Mindarie Regional Council Meeting Procedures Local Law 2020 and s5.23 of the Local Government Act 1995, I request that Council meet "behind closed doors" to allow the Council to consider items 14.1 to 14.5 as the items are of a confidential nature.

1. Permits the MRC Chief Executive Officer, MRC staff and OAG Officers to remain in the meeting.
2. Requests people seated in the gallery to leave.

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

Meeting closed at 6.51pm, people seated in the gallery left.

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (f) (ii) of the *Local Government Act 1995* as the report deals with matters concerning risks to the MRC	
14.4	**ANNUAL FINANCIAL AUDIT PLANNING 2023/2024**
File No:	**GF-24-0000423**
Attachment(s):	**Attachment 1 Annual Financial Audit Planning Summary**
Date:	**21 November 2024**
Responsible Officer:	**Chief Executive Officer**

OFFICER AND AUDIT AND RISK COMMITTEE RECOMMENDATION

That the Council note and review the scope and effectiveness of the 2023/2024 Annual Financial Audit Planning Summary issued by the OAG Auditors.

Moved Cr Hatton, seconded Cr May
RESOLVED
That the recommendation be adopted

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (f) (ii) of the *Local Government Act 1995* as the report deals with matters concerning risks to the MRC	
14.5	**AUDIT COMPLETION 2023/2024**
File No:	**GF-24-0000423**
Attachment(s):	**Attachment 2 Auditor General Independent Auditors Report Attachment 3 Annual Financial Audit Exit Brief Attachment 4 Representation Letter Attachment 5 Management Letter**
Date:	**21 November 2024**
Responsible Officer:	**Chief Executive Officer**
This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (a) of the *Local Government Act 1995* as the report deals with a matter affecting an employee	

OFFICER AND AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council note the Auditor General Independent Auditors Report for year ended 30 June 2024.

That Council note the Annual Financial Audit Exit Brief for year ended 30 June 2024.

That Council note the Representation Letter for the year ended 30 June 2024.

That Council note the Management Letter for the year ended 30 June 2024.

Moved Cr Hatton, seconded Cr Miles
RESOLVED
That the recommendation be adopted

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

Procedural Motion

1. Reopens the meeting to members of the public at 6.54 pm

Moved Cr Gobbert, seconded Cr Vernon
RESOLVED
That the recommendation be adopted

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

The meeting reopened to the public at 6.54 pm.
Mr Sheik disconnected from the meeting.

9 CHIEF EXECUTIVE OFFICER REPORTS

9.1	INTERIM FINANCIAL STATEMENTS – FOR THE PERIOD ENDED 30 September 2024 & 31 October 2024
Reference:	**GF-23-000000019**
Attachment(s):	**Attachment 1**
Date:	**13 November 2024**
Responsible Officer:	**Executive Manager Corporate Services**

SUMMARY

The purpose of this report is to provide Council with a set of financial reports in line with statutory requirements, which provides information on the financial performance of the Mindarie Regional Council (MRC).

BACKGROUND

Financial Management Regulations 34 of the Local Government (Financial Management) Regulations 1996 defines reporting requirements.

The financial statements presented for each month consist of:

- Statement by Comprehensive Income by Nature
- Operating Income Statement by Program
- Statement of Financial Position
- Statement of Cashflows
- Statement of Financial Activity
- Statement of Reserves
- Statement of Investing Activity
- Cash and Cash Equivalents and Schedule of Investments
- Tonnage Report

DETAIL

The attached reports provide an overview of the MRC's interim financial performance for the periods ending 30 September 2024 and 31 October 2024 and have been prepared in accordance with the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996 and the Australian Accounting Standards. The interim report fairly represents, in all material respects, the results of the MRC's operations for the month being reported.

The Interim Financial Reports for the periods ended 30 September 2024 and 31 October 2024 is attached at Appendix No. 1 to this Item. The Schedule of Investments and Tonnage Report up to 31 October 2024 are also contained within the Attachment No.1.

Summary of results for the year-to-date period ended 31 October 2024

	YTD Budget	YTD Actual	Variance
	t	t	t
Tonnes – Members	59,087	58,717	(370)
Tonnes – Others	5,971	6,560	589
TOTAL TONNES	**65,058**	**65,277**	**220**
	$	$	$
Revenue - Fees & Charges	12,851,447	12,550,258	(301,188)
Revenue - Other	2,719,205	2,868,092	148,887
TOTAL REVENUE	**15,570,651**	**15,418,350**	**(152,301)**
Expenses	(13,448,343)	(11,951,195)	1,497,147
Gross Profit	**2,122,308**	**3,467,155**	**1,344,846**
Net Profit on sales of assets	122,924	-	(122,924)
NET PROFIT	**2,245,232**	**3,467,155**	**1,221,922**

Variances Year to Date

Mindarie Regional Council's interim financial result for the period ending 31 October 2024 reflects its performance from 1 July 2024 to 31 October 2024. The Council's operations have been conducted in line with the adopted budget at the OCM, 27 June 2024. In line with materiality adopted by the Council, variances below $50k do not attract comments.

MRC recorded an interim net profit of $3.5m for the period ended 31 October 2024.

REVENUE

Revenue for the year to 31 October 2024 was $152k under the year-to-date budget. User charges across members and non-members including mattress charges were $79k under budget. Interest earnings on term deposits were $142k over budget. There have been no gas power generation sales yet, this is a timing issue.

EXPENDITURE

Total expenditure recorded a positive variance of $1.5m.

The main areas contributing to the variance were employment costs $337k, materials and contracts $887k and depreciation $114k. Employment costs are subject to the timing of recruitment and enterprise bargaining agreement adjustment and should align as the year progresses. Within materials and contracts Waste-to-energy has not commenced however the variation has been fully offset by increased DEP Levy costs based on tonnage to landfill.

Projects and maintenance timings have all contributed to the remaining positive variance. Depreciation variance is expected to align after audit adjustments.

STATEMENT OF FINANCIAL POSITION

End of October 2024 the MRC's cash position is solid due to collection of fees and charges and positive earnings from the investments. Capital expenditure that is yet to be incurred impacts this position.

Capital Expenditure

There is $1.4m or 9.1% capital expenditure incurred to 31 October 2024. This cost predominantly comes from landfill infrastructure. The majority of budgeted capital expenditure is expected to be utilised by the year end.

Reserve Accounts

The reserve accounts for the year-to-date have increased by $2.2m due to planned transfer and interest earned netted off by capital expenditure for the period.

STATUTORY IMPLICATIONS

Section 6.4 of the Local Government Act 1995 and regulation 34(1) of the Local Government (Financial Management) Regulations 1996.

VOTING REQUIREMENT

Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Receive the Financial Statements set out in Appendix No. 1 for the months ended 30 September and 31 October 2024.

Moved Cr Gobbert, seconded Cr Vernon
RESOLVED
That the recommendation be adopted

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

Attachment

Interim Financial Reports September and October 2024

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Financial Report for the period ending 30 September 2024

Mindarie Regional Council

Authorised by: Adnana Arapovic
Executive Manager Corporate Services

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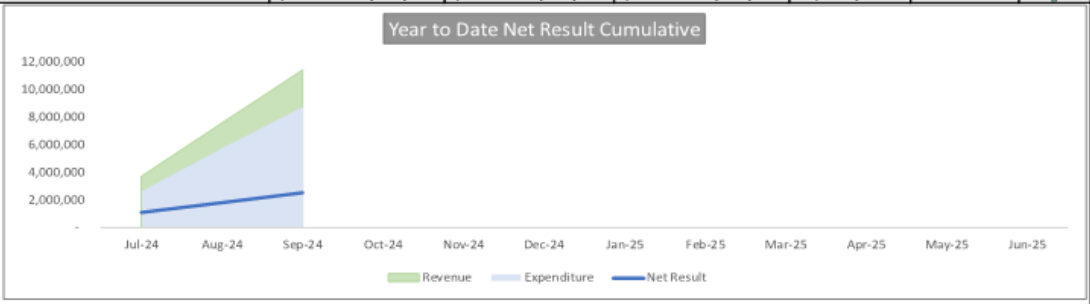
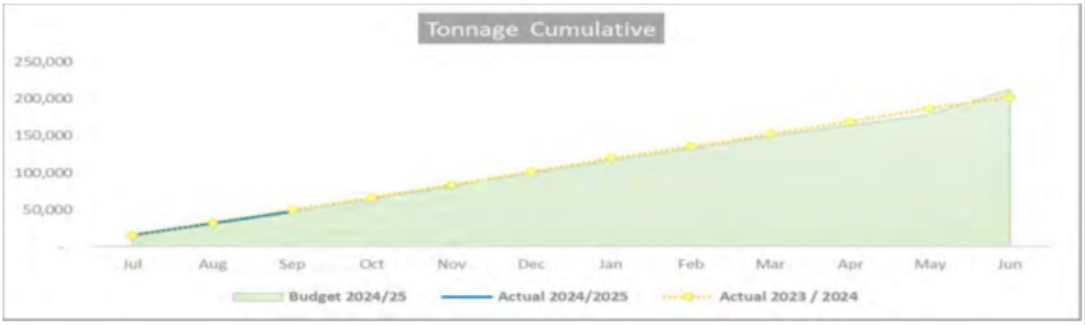
1.0 Interim Financial Summary
For the period 30 September 2024

STATEMENT OF COMPREHENSIVE INCOME

	Adopted Budget	Budget Year to Date	Interim Actual Year to Date	Variance	Variance %	Status
Fees and Charges Revenue	$ 40,782,586	$ 9,463,065	$ 9,305,280	$ (157,785)	(2%)	
Other Revenue	$ 7,630,062	$ 2,076,829	$ 2,111,325	$ 34,495	2%	
Total Operating Revenue	**$ 48,412,648**	**$ 11,539,894**	**$ 11,416,605**	**$ (123,290)**	**(1%)**	
Operating Expenditure	**$ (47,150,125)**	**$ (9,305,269)**	**$ (8,816,818)**	**$ 488,451**	**(5%)**	
Net Surplus	**$ 1,262,523**	**$ 2,234,625**	**$ 2,599,786**	**$ 365,161**	**16%**	
Capital Grants and Subsidies	$ -	-	-	-	-	
Net profit /(loss) on sale of assets	$ 510,480	$ 122,924	$ -	$ (122,924)	(100%)	
Net Result	**$ 1,773,003**	**$ 2,357,549**	**$ 2,599,786**	**$ 242,237**	**10%**	





STATEMENT OF FINANCIAL POSITION

	Original Budget	Interim Actual Year to Date	Actual 30 June 2024
Current Assets	$ 74,682,308	$ 83,576,941	$ 79,426,688
Non Current Assets	$ 101,974,030	$ 102,258,235	$ 103,118,451
Total Assets	**$ 176,656,338**	**$ 185,835,175**	**$ 182,545,139**
Current Liabilities	$ 6,446,995	$ 6,503,625	$ 6,026,192
Non Current Liabilities	$ 27,218,849	$ 36,101,210	$ 35,888,394
Total Liabilities	**$ 33,665,844**	**$ 42,604,835**	**$ 41,914,586**
Equity	**$ 142,990,495**	**$ 143,230,340**	**$ 140,630,554**

CAPITAL EXPENDITURE

	Original Budget	Year to Date Actual	Variance $	Variance %
Capital Expenditure	15,705,396	1,344,311	14,361,085	91.4%

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2.1 Interim Statement of Comprehensive Income by Nature
For the period ended 30 September 2024

	Adopted Budget	Year to Date				Previous YTD Actual
	2024/25 $	Adopted Budget $	Interim Actual $	Variance $	Variance %	30-Sep-23 $
Revenue						
Member User Charges						
User Charges - City of Perth	2,700,714	604,145	618,829	14,684	2%	479,304
User Charges - City of Wanneroo	10,065,000	2,593,450	2,610,933	17,483	1%	2,002,864
User Charges - City of Joondalup	6,148,800	1,502,353	1,516,301	13,948	1%	1,206,494
User Charges - City of Stirling	10,461,195	2,247,060	2,263,905	16,845	1%	2,093,336
User Charges - Town of Cambridge	786,900	174,504	170,445	(4,059)	(2%)	218,000
User Charges - City of Vincent	1,006,500	241,654	256,574	14,920	6%	218,544
User Charges - Town of Victoria Park	1,943,460	506,149	515,133	8,984	2%	408,344
Total Member User Charges	**33,112,569**	**7,869,315**	**7,952,119**	**82,804**	1%	**6,626,886**
User Charges - Casual Tipping Fees	5,870,017	1,153,750	1,141,838	(11,912)	(1%)	1,105,682
Total User Charges	**38,982,586**	**9,023,065**	**9,093,957**	**70,892**	1%	**7,732,568**
Other Fees and Charges						
Mattresses Charges	1,000,000	240,000	211,323	(28,677)	(12%)	-
Gas Power Generation Sales	800,000	200,000	-	(200,000)	(100%)	-
Total Other Fees and Charges	**1,800,000**	**440,000**	**211,323**	**(228,677)**	(52%)	**-**
Total Fees and Charges	**40,782,586**	**9,463,065**	**9,305,280**	**(157,785)**	(2%)	**7,732,568**
Interest Earnings	2,984,150	946,037	1,016,889	70,852	7%	653,524
Grants, Subsidies and Contributions						
Reimb. of Admin/Governance Expenses	4,364,356	1,091,089	1,091,089	-	0%	1,164,129
Other Revenue						
Other Revenue	281,556	39,703	3,346	(36,357)	(92%)	78,825
Total Other Revenue	**7,630,062**	**2,076,829**	**2,111,325**	**34,495**	**2%**	**1,896,479**
Total Revenue	**48,412,648**	**11,539,894**	**11,416,605**	**(123,290)**	**(1%)**	**9,629,047**
EXPENSES						
Employee Costs	(6,779,990)	(1,561,602)	(1,291,565)	270,037	(17%)	(1,201,846)
Materials and Contracts	(28,294,000)	(4,780,559)	(4,801,985)	(21,426)	0%	(3,992,660)
Utilities	(818,250)	(194,563)	(122,789)	71,773	(37%)	(145,884)
Depreciation	(7,062,320)	(1,765,580)	(1,674,726)	90,854	(5%)	(1,475,990)
Amortisation	(2,119,200)	(529,800)	(529,801)	(1)	0%	(1,189,786)
Finance Costs	(1,040,175)	(260,044)	(261,265)	(1,221)	0%	(275,359)
Insurances	(665,100)	(145,442)	(93,287)	52,155	(36%)	(90,359)
Other Expenses	(371,090)	(67,681)	(41,401)	26,280	(39%)	(27,018)
Total Expenses	**(47,150,125)**	**(9,305,269)**	**(8,816,818)**	**488,451**	**(5%)**	**(8,398,901)**
Capital Grants, Subsidies and Contributions						
Capital Grants and Subsidies	-	-	-	-	-	-
	-	**-**	**-**	**-**	**-**	**-**
Profit/(loss) from ordinary activities						
Profit on Sale of Assets	527,550	122,924	-	(122,924)	(100%)	1
Loss on Sale of Assets	(17,070)	-	-	-	-	-
	510,480	**122,924**	**-**	**(122,924)**	(100%)	1
Net result for the period	**1,773,003**	**2,357,549**	**2,599,786**	**242,237**	**10%**	**1,230,147**
Other Comprehensive income for the period						
Changes in asset revaluation	-	-	-	-	-	-
TOTAL COMPREHENSIVE INCOME	**1,773,003**	**2,357,549**	**2,599,786**	**242,237**	**10%**	**1,230,147**

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2.2 Interim Statement of Comprehensive Income by Program
For the period ended 30 September 2024

	Adopted Budget 2024/25	Adopted Budget YTD 30 Sep 2024	Interim Actual YTD 30 Sep 2024	Variance	Variance
	$	$	$	$	%
Revenue from Ordinary Activities					
Community Amenities	41,064,142	9,502,768	9,308,626	(194,142)	(2%)
General Purpose Funding	2,984,150	946,037	1,016,889	70,852	7%
Governance	4,364,356	1,091,089	1,091,089	0.09	0%
	48,412,648	**11,539,894**	**11,416,605**	**(123,290)**	**(1%)**
Expenses from Ordinary Activities					
Governance	(7,274,182)	(1,668,366)	(1,122,889)	545,477	(33%)
Community Amenities	(39,574,055)	(7,561,431)	(7,617,236)	(55,805)	1%
Total operating expenses	**(46,848,237)**	**(9,229,797)**	**(8,740,125)**	**489,672**	**(5%)**
Finance costs					
Governance	(301,888)	(75,472)	(76,693)	(1,221)	2%
Total finance costs	**(301,888)**	**(75,472)**	**(76,693)**	**(1,221)**	**2%**
Profit on sale of assets					
Community Amenities	527,550	122,924	-	(122,924)	0%
	527,550	**122,924**	**-**	**(122,924)**	
Loss on sale of assets					
Community Amenities	(17,070)	-	-	-	
Total profit / loss on sale of assets	**510,480**	**122,924**	**-**	**(122,924)**	
Net result for the period	**1,773,003**	**2,357,549**	**2,599,786**	**242,237**	**10%**
TOTAL COMPREHENSIVE INCOME	**1,773,003**	**2,357,549**	**2,599,786**	**242,237**	**10%**

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2.3 Interim Statement of Financial Position As at 30 September 2024

	Interim Actual 30 September 2024	Interim Actual as at 30 June 2024
CURRENT ASSETS		
Cash and cash equivalents	22,050,208	19,542,485
Other Financial Assets	58,046,116	56,743,738
Debtors and other receivables	2,268,012	2,304,693
Inventories	10,385	12,330
Other Current Assets	1,202,220	823,442
TOTAL CURRENT ASSETS	**83,576,941**	**79,426,688**
NON-CURRENT ASSETS		
Property, plant and equipment	34,046,085	34,467,151
Right of Use Asset	5,458,375	5,650,725
Infrastructure	49,443,682	50,404,388
Excavation and Rehabilitation Asset	13,310,093	12,596,187
TOTAL NON-CURRENT ASSETS	**102,258,235**	**103,118,451**
TOTAL ASSETS	**185,835,175**	**182,545,139**
CURRENT LIABILITIES		
Trade and other payables	5,213,239	4,523,948
Provisions	775,133	821,752
Right of Use Asset - Leases	515,253	680,492
TOTAL CURRENT LIABILITIES	**6,503,625**	**6,026,192**
NON CURRENT LIABILITIES		
Provisions	117,043	88,799
Rehabilitation provision	30,281,635	30,097,063
Right of Use Asset - Leases	5,702,532	5,702,532
TOTAL NON CURRENT LIABILITIES	**36,101,210**	**35,888,394**
TOTAL LIABILITIES	**42,604,835**	**41,914,586**
NET ASSETS	**143,230,340**	**140,630,554**
EQUITY		
Retained Losses	(27,941,411)	(28,908,278)
Reserves Accounts	27,037,697	25,404,778
Revaluation Surplus	55,048,328	55,048,328
Council Contribution	89,085,726	89,085,726
TOTAL EQUITY	**143,230,340**	**140,630,554**

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2.4 Interim Statement of Cash Flow
For the period ended 30 September 2024

	Adopted Budget 2024/2025	Interim Actual YTD 30-Sep-24	Interim Actual 30-Jun-24
	$		$
Cash flows from operating activities			
Receipts			
Contributions, re-imbursements and donations	4,364,356	1,091,089	4,656,518
Gas generation services	800,000	-	615,414
Fees and charges	41,317,586	9,326,285	31,709,699
Interest earnings	2,984,150	850,339	3,133,051
Other revenue	281,556	3,346	339,899
GST Received	-	676,332	3,061,094
	49,747,648	**11,947,392**	**43,515,675**
Payments			
Employee costs	(6,217,432)	(1,369,054)	(5,761,474)
Materials and contracts	(27,783,520)	(4,304,790)	(16,664,242)
Utilities	(818,250)	(122,789)	(591,004)
Insurance	(665,100)	(93,287)	(355,736)
Finance Costs	-	(76,693)	(324,573)
Other Expenditure	(371,090)	(41,401)	(204,320)
GST Paid	-	(619,727)	(3,106,273)
	(35,855,392)	**(6,627,741)**	**(27,007,622)**
Net cash provided by/(used in) operating activities	**13,892,256**	**5,319,651**	**16,508,053**
Cash flows from investing activities			
Grants and subsidaries	-	-	38,000
Payments for purchases of property, plant and equipment and infrastructure	(15,705,396)	(1,344,311)	(1,684,830)
Investments term deposits	(4,354,150)	(1,302,379)	(16,247,828)
Proceeds from Sale of assets	1,370,000		1,293,291
Net cash used in investing activities	**(18,689,546)**	**(2,646,689)**	**(16,601,367)**
Cash flows from financing activities			
Lease payments	(559,266)	(165,239)	(626,342)
Net cash (used in)/from financing activities	**(559,266)**	**(165,239)**	**(626,342)**
Net increase/(decrease) in cash and cash equivalents	**(5,356,556)**	**2,507,723**	**(719,656)**
Cash and cash equivalents 30 June 2024	25,503,246	19,542,485	20,262,141
Cash and cash equivalents 30 September 2024	**20,146,690**	**22,050,208**	**19,542,485**

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2.5 Interim Statement of Financial Activity
For the period ended 30 September 2024

	Adopted Budget 2024/25	Adopted Budget YTD 30-Sep-24	Interim Actual YTD 30-Sep-24	Variance	Variance
	$	$	$	$	%
Revenue from operating activities					
Contributions and reimbursements	4,364,356	1,091,089	1,091,089	-	0%
Fees and charges	40,782,586	9,463,065	9,305,280	(157,785)	(2%)
Interest revenue	2,984,150	946,037	1,016,889	70,852	7%
Other revenue	281,556	39,703	3,346	(36,357)	(92%)
Profit on asset disposals	527,550	122,924	-	(122,924)	
	48,940,198	**11,662,818**	**11,416,605**	**(246,214)**	**(2%)**
Expenditure from operating activities					
Employee costs	(6,779,990)	(1,561,602)	(1,291,565)	270,037	(17%)
Materials and contracts	(28,294,000)	(4,780,559)	(4,801,985)	(21,426)	0%
Utility charges	(818,250)	(194,563)	(122,789)	71,773	(37%)
Depreciation & amortisation	(9,181,520)	(2,295,380)	(2,204,527)	90,853	(4%)
Finance costs	(1,040,175)	(260,044)	(261,265)	(1,221)	0%
Insurance	(665,100)	(145,442)	(93,287)	52,155	(36%)
Other expenditure	(371,090)	(67,681)	(41,401)	26,280	(39%)
Loss on asset disposals	(17,070)	-	-	-	
	(47,167,195)	**(9,305,269)**	**(8,816,818)**	**488,451**	**(5%)**
Add/less: Non-cash items					
Profit on asset disposals	(527,550)	(122,924)	-	122,924	(100%)
Loss on disposal of assets	17,070	-	-	-	
Depreciation & amortisation	9,181,520	2,295,380	2,204,527	(90,853)	(4%)
Employee benefit provisions	678,558	169,640	(18,375)	(188,014)	(111%)
Rehabilitation - unwinding of interest	738,287	184,572	184,572	-	0%
Other Provisions	696,004	174,001	-	(174,001)	(100%)
	10,783,888	**2,700,668**	**2,370,724**	**(329,944)**	**(12%)**
Amount attributable to operating activities	**12,556,891**	**5,058,217**	**4,970,510**	**(87,707)**	**(2%)**
Inflows from investing activities					
Proceeds from disposal of assets	1,370,000	-	-	-	
	1,370,000	**-**	**-**	**-**	
Outflows from investing activities					
Purchase of plant and equipment	(3,753,366)	(938,342)	(69,740)	868,602	(93%)
Purchase of land and buildings	(280,000)	(70,000)	-	70,000	(100%)
Purchase of computer equipment	(217,000)	(54,250)	(11,160)	43,090	(79%)
Purchase and construction of infrastructure	(11,455,030)	(2,863,758)	(1,263,410)	1,600,347	(56%)
	(15,705,396)	**(3,926,349)**	**(1,344,311)**	**2,582,038**	**(66%)**
Amount attributable to investing activities	**(14,335,396)**	**(3,926,349)**	**(1,344,311)**	**2,582,038**	**(66%)**
Inflows from financing activity					
Transfers from reserve accounts	7,808,366	1,952,092	100,604	(1,851,488)	(95%)
	7,808,366	**1,952,092**	**100,604**	**(1,851,488)**	**(95%)**
Outflows from financing activities					
Payments for principal portion of lease liabilities	(665,840)	(162,797)	(165,239)	(2,442)	2%
Transfers to reserve accounts	(8,054,124)	(1,671,031)	(1,733,524)	(62,493)	4%
	(8,719,964)	**(1,833,828)**	**(1,898,763)**	**(64,935)**	**4%**
Amount attributable to financing activities	**(911,598)**	**118,263**	**(1,798,159)**	**(1,798,159)**	**(1520%)**
Operating Net Current Assets at the start of the financial year	**49,252,469**	**49,252,469**	**49,497,963**	**245,494**	**0%**
Amount attributable to operating activities	12,556,891	5,058,217	4,970,510	(87,707)	(2%)
Amount attributable to investing activities	(14,335,396)	(3,926,349)	(1,344,311)	2,582,038	(66%)
Amount attributable to financing activities	(911,598)	118,263	(1,798,159)	(1,916,422)	(1620%)
Closing Net Current Assets	**46,562,366**	**50,502,601**	**51,326,004**	**823,404**	**2%**

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2.5 Interim Net Current Assets
For the period ended 30 September 2024

	Actual As at 30 Sept 2024	Actual 30 June 2024
CURRENT ASSETS		
Cash and cash equivalents	22,050,208	19,542,485
Other Financial Assets	58,046,116	56,743,738
Debtors and other receivables	2,268,012	2,304,693
Inventories	10,385	12,330
Other Current Assets	1,202,220	823,442
TOTAL CURRENT ASSETS	**83,576,941**	**79,426,688**
CURRENT LIABILITIES		
Trade and other payables	5,213,239	4,523,948
Provisions	775,133	821,752
Right of Use Asset - Leases	515,253	680,492
TOTAL CURRENT LIABILITIES	**6,503,625**	**6,026,192**
NET CURRENT ASSETS	**77,073,316**	**73,400,496**
Add Back Restricted Liabilities		
Employee Related Provisions	775,133	821,752
Right of Use - Liabilities	515,253	680,492
Adjusted Net Current Assets	**78,363,702**	**74,902,740**
Less: Net current financial assets that back reserves		
Reserve Accounts	(27,037,697)	(25,404,778)
	51,326,005	**49,497,962**

2.6 Statement of Reserves
For the period ended 30 September 2024

Description	Interim Actual YTD 30 Sept 2024
Site Rehabilitation	
Opening balance	18,679,243
Interest income	216,070
Transfer to reserves	184,572
Transfer from reserves	-
Closing Balance	**19,079,885**
Capital Expenditure	
Opening balance	6,209,785
Interest income	76,917
Transfer to reserves	1,250,001
Transfer from reserves	(100,604)
Closing Balance	**7,436,099**
Carbon Abatement	
Opening balance	515,749
Interest income	5,964
Transfer to reserves	-
Transfer from reserves	-
Closing Balance	**521,714**
RESERVES SUMMARY	
Opening Balance	25,404,777
Interest income	298,951
Transfer to reserves	1,434,573
Transfer from reserves	(100,604)
Closing Balance	**27,037,697**

2.7 Interim Statement of Investing Activity For the period ended 30 September 2024

	Adopted Budget 2024/25	Actual As at 30 September 2024	Actual vs Adopted Budget Variance	Actual vs Adopted Budget Variance
	$	$	%	
LANDFILL INFRASTRUCTURE				
Installation of Piggy Back Liner	3,631,235	51,167	3,580,068	1.4%
Stage2 - Phase2 capping work	5,395,426	1,187,150	4,208,277	22.0%
Leachate Processing Infrastructure	1,683,369	5,390	1,677,979	0.3%
	10,710,030	**1,243,707**	**9,466,323**	**11.61%**
INFRASTRUCTURE TAMALA PARK				
Transfer station extension (from alternative wt options)	65,000	-	65,000	0.0%
Recycling Asphalt Hardstand extension works	35,000	-	35,000	0.0%
Footpath at Administration building	10,000	-	10,000	0.0%
Leachate Extraction Well Stage2 Phase 2	150,000	9,250	140,750	6.2%
Waste Water Treatement Replacement (Washdown Bay)	65,000	-	65,000	0.0%
Leachate Holding Tanks and Pump Station	190,000	-	190,000	0.0%
Infrastructure Design Planning	200,000	-	200,000	0.0%
Transfer Station Fixed Lighting Towers	30,000	-	30,000	0.0%
4x new Monitoring Bores Install - Marmion Ave	55,000	-	55,000	0.0%
Facility Signage Upgrade	14,000	10,453	3,547	74.7%
Transfer Station Line Marking	18,000	-	18,000	0.0%
	832,000	**19,703**	**812,297**	**2.37%**
Admin Building Outside BBQ Area and shade structure				
Admin building renewal	105,000	-	105,000	0.0%
Recycling Centre Roof Extension Works	15,000	-	15,000	0.0%
Master Distribution Board Upgrade	150,000	-	150,000	0.0%
Workshop Crib Room Kitchen refurbishment	10,000	-	10,000	0.0%
	280,000	**-**	**280,000**	**0.00%**
COMPUTING EQUIPMENT				
CCTV install for Tip Face, Quarry and Transfer	10,000	-	10,000	0.0%
Weighbridge Software Upgrade	150,000	-	150,000	0.0%
DCS Replacements	30,000	-	30,000	0.0%
Replacement of IT equipments	27,000	11,160	15,840	41.3%
Wifi Access Point Replacements	27,866	-	27,866	0.0%
	244,866	**11,160**	**233,706**	**4.56%**
EQUIPMENT				
High Flow Leachate/ Water Transfer Pump (Diesel)	60,000	-	60,000	0.0%
2 way radios	6,500	-	6,500	0.0%
Odour monitoring units / control	80,000	69,740	10,260	87.2%
	146,500	**69,740**	**76,760**	**47.60%**
PLANT AND VEHICLES				
TAKEUCHI Skid Steer Loader TL10V2 2022 - PL151	245,000	-	245,000	0.0%
Skid Steer Bucket Replacements x 3	60,000	-	60,000	0.0%
CAT 2.5L Forklift - Plant117	85,000	-	85,000	0.0%
Komatsu Excavator 2018-C22211 - Plant131	385,000	-	385,000	0.0%
Compactor or Alternative waste compaction treatment	1,500,000	-	1,500,000	0.0%
Hino Bin Truck 1EAS815 - Plant83	390,000	-	390,000	0.0%
New Slow Speed Shredder/Crusher	800,000	-	800,000	0.0%
New Double Axle trailer	15,000	-	15,000	0.0%
Replacement of Skid Steer Loader	12,000	-	12,000	0.0%
	3,492,000	**-**	**3,492,000**	**0.0%**
TOTAL CAPITAL EXPENDITURE	**15,705,396**	**1,344,311**	**14,361,085**	**8.6%**

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3.0 Cash & Cash Equivalents and Schedule of Investments As at 30 September 2024

Institutions with Standard & Poors Rating AA- or better

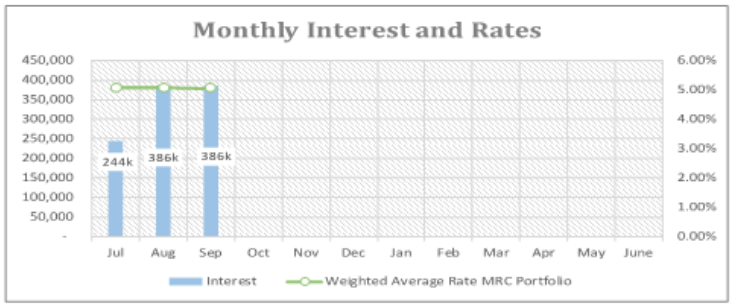
Institution	S&P Rating	Achieved
CBA	AA-	✔
NAB	AA-	✔
ANZ	AA-	✔
Westpac	AA-	✔

Where Tenor > 90 Days, maximum 50% held in one institution

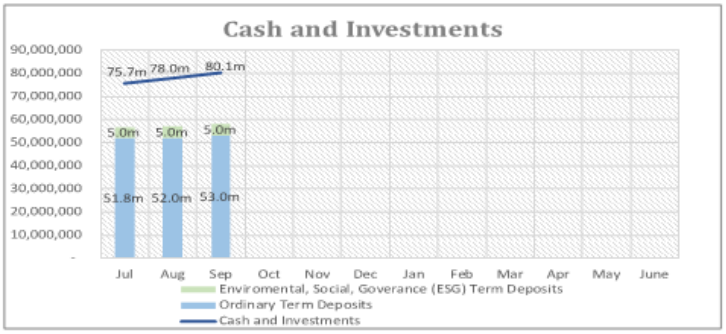
Investments > 90 days tenor	94%

Institution	Amount Held $m	% of Total Funds	Maximum	Achieved
CBA	$ 13.32	23%	50%	✔
NAB	$ 17.22	30%	50%	✔
ANZ	$ 4.30	7%	50%	✔
Westpac	$ 23.00	40%	50%	✔
<90 Days	$ 0.20			
	$ 58.05			

Where possible give preference to institutions that do not finance the fossil fuel industry and consider ethical, social and environmental aspects.



As of Sep 30 2024, MRC's interest earnings are $71k above the adopted budget. In Sep 2024, the Reserve Bank held the cash rate at 4.35%



As of Sep 30, 2024, MRC's total cash and investments amounted to $80 million. $58 million was invested in term deposits and $13m invested in the CBA saver account with the balance being held in the everyday accounts. 5% (1 term deposit value $5m) of the overall term deposits have environmental, social, and governance (ESG) ratings.

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3.0 Cash & Cash Equivalents and Schedule of Investments As at 30 September 2024 (Continued)

SCHEDULE OF INVESTMENTS

Bank	Investment Date	Tenor (Days)	Investment Amt $	Interest Rate %	Maturity Date	Gross Interest $	Maturity Amt $
ORDINARY TERM DEPOSITS							
NAB GMI-DEAL-10894013	17/04/2024	180	2,144,564	5.05%	14/10/2024	53,408	2,197,972
CBA CDA 37309509	15/04/2024	183	5,183,836	4.83%	15/10/2024	125,533	5,309,368
NAB GMI-DEAL-10899596	21/05/2024	181	2,167,406	5.10%	18/11/2024	54,815	2,222,220
NAB 93-921-9929	23/08/2024	90	203,977	5.00%	21/11/2024	2,515	206,492
Wpac TD 032-108 005408	29/05/2024	184	3,200,000	5.14%	29/11/2024	82,916	3,282,916
ANZ 9797-07193	1/08/2024	133	2,161,684	4.94%	12/12/2024	38,912	2,200,596
NAB GMI-DEAL-10893903	15/07/2024	184	2,165,308	5.30%	15/01/2025	57,852	2,223,161
NAB 41-562-4966	9/09/2024	150	3,113,997	5.00%	6/02/2025	63,986	3,177,983
CBA 37309509F	18/09/2024	152	3,000,000	4.80%	17/02/2025	59,967	3,059,967
NAB 21-233-4933	23/08/2024	180	2,186,924	5.00%	19/02/2025	53,924	2,240,848
Wpac TD 032-108 988977	21/05/2024	275	4,300,000	5.21%	20/02/2025	168,790	4,468,790
ANZ 9796-92171	13/06/2024	273	2,137,282	5.00%	13/03/2025	79,928	2,217,210
CBA 37309509	19/07/2024	273	5,139,818	4.97%	18/04/2025	191,062	5,330,880
Wpac TD 032-108 962507	1/05/2024	365	5,500,000	5.35%	1/05/2025	294,250	5,794,250
NAB GMI-DEAL-10902291	11/06/2024	365	3,238,861	5.25%	11/06/2025	170,040	3,408,901
NAB 36-705-5358	16/09/2024	270	2,202,460	5.00%	13/06/2025	81,461	2,283,921
Wpac 032-108 521306	23/08/2024	122	5,000,000	5.14%	23/12/2024	85,901	5,085,901
Total Ordinary Term Deposits			**53,046,116**			**1,665,260**	**54,711,377**
WpacGreen Tailored Deposit	11/06/2025	365	5,000,000	5.10%	11/06/2025	255,000	5,255,000
Total ESG Term Deposits			**5,000,000**			**255,000**	**5,255,000**
Total Term Deposits			**58,046,116**	**5.07%**		**1,920,260**	**59,966,377**

Cash & Cash Equivalents as of 30th September 2024					
CBA Saver	13,017,160	**Principal**			
NAB Balance	1,199	**Ordinary Term Deposits**			
CBA Business	6,862,648	NAB	30.0%	17,423,497	
ANZ Balance	2,166,200	CBA	23.0%	13,323,654	
		ANZ	7.4%	4,298,966	
Petty Cash	1,500	Wpac	31.0%	18,000,000	
Floats	1,500			53,046,117	
		ESG Term Deposits			
		Wpacgreen	8.6%	5,000,000	
		Invested	**100%**	**58,046,117**	
		Principal plus interest			
		Ordinary Term Deposits			
		NAB	30.0%	17,961,499	
		CBA	22.8%	13,700,215	
		ANZ	7.4%	4,417,806	
		Wpac	31.1%	18,631,857	
				54,711,377	
		ESG Term Deposits			
Total Cash & Cash Equivalents	**22,050,208**	Wpacgreen	8.8%	5,255,000	
Total	**80,096,324**	Total	**100%**	**59,966,377**	

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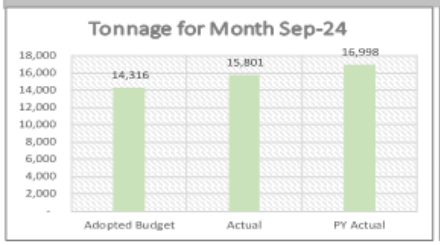
4.0 Tonnage Report for the period ended 30 September 2024

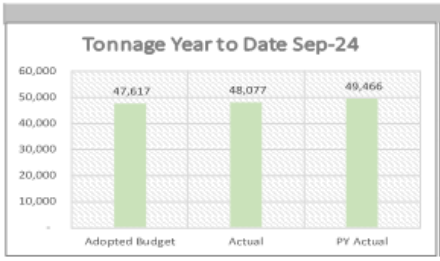
Tonnage Summary SEP-24

Monthly Summary



	Budget	Actual	Variance	Prior Year
Processable	12,175	13,524	1,349	13,350
Non Processable	702	655	(47)	1,620
Members	12,877	14,179	1,302	14,970
Casuals	1,439	1,622	183	2,029
Total	14,316	15,801	1,485	16,998

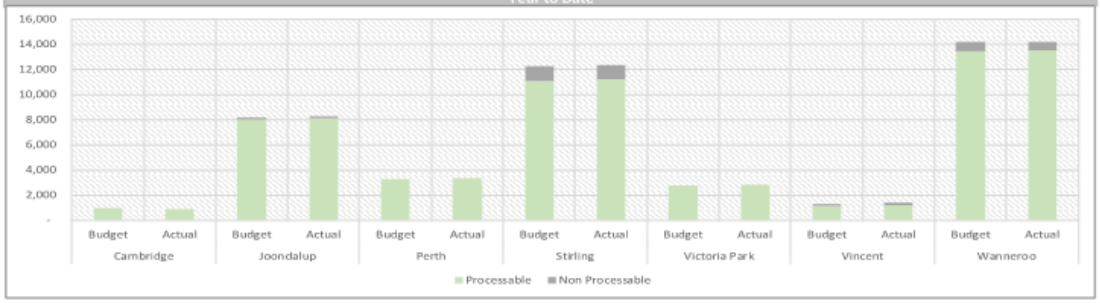
Year to Date Summary

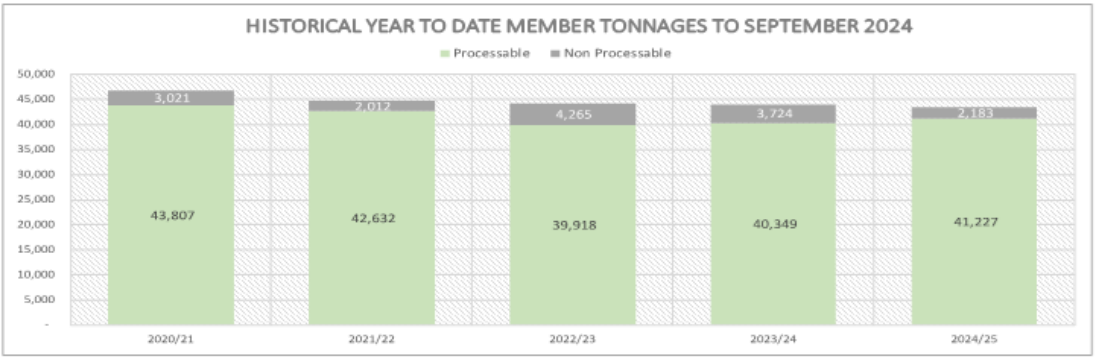


	Budget	Actual	Variance	Prior Year
Processable	40,742	41,227	485	40,349
Non Processable	2,260	2,183	(77)	3,724
Members	43,002	43,410	408	44,073
Casuals	4,615	4,667	52	5,393
Total	47,617	48,077	460	49,466

Member Summary

Year to Date





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Financial Report for the period ending 31 October 2024

Mindarie Regional Council

Authorised by: Adnana Arapovic
Executive Manager Corporate Services

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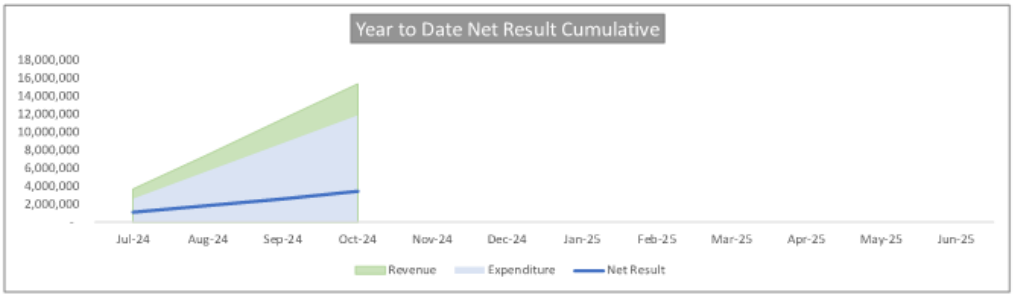
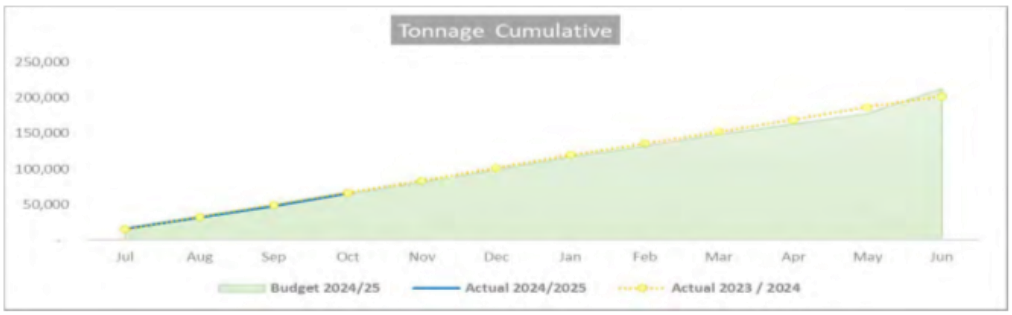
1.0 Interim Financial Summary
For the period 31 October 2024

STATEMENT OF COMPREHENSIVE INCOME						
	Adopted Budget	Budget Year to Date	Interim Actual Year to Date	Variance	Variance %	Status
Fees and Charges Revenue	$ 40,782,586	$ 12,851,447	$ 12,550,258	$ (301,188)	(2%)	
Other Revenue	$ 7,630,062	$ 2,719,205	$ 2,868,092	$ 148,887	5%	
Total Operating Revenue	**$ 48,412,648**	**$ 15,570,651**	**$ 15,418,350**	**$ (152,301)**	**(1%)**	
Operating Expenditure	**$ (47,150,125)**	**$ (13,448,343)**	**$ (11,951,195)**	**$ 1,497,147**	**(11%)**	
Net Operating Surplus	**$ 1,262,523**	**$ 2,122,308**	**$ 3,467,155**	**$ 1,344,846**	**63%**	
Net profit /(loss) on sale of assets	$ 510,480	$ 122,924	$ -	$ (122,924)	(100%)	
Net Result	**$ 1,773,003**	**$ 2,245,232**	**$ 3,467,155**	**$ 1,221,922**	**54%**	





STATEMENT OF FINANCIAL POSITION			
	Original Budget	Interim Actual Year to Date	Actual 30 June 2024
Current Assets	$ 74,682,308	$ 82,093,725	$ 79,426,688
Non Current Assets	$ 101,974,030	$ 101,605,137	$ 103,118,451
Total Assets	**$ 176,656,338**	**$ 183,698,862**	**$ 182,545,139**
Current Liabilities	$ 6,446,995	$ 13,983,814	$ 16,570,400
Non Current Liabilities	$ 27,218,849	$ 25,569,263	$ 25,296,111
Total Liabilities	**$ 33,665,844**	**$ 39,553,077**	**$ 41,866,511**
Equity	**$ 142,990,495**	**$ 144,145,785**	**$ 140,678,629**

CAPITAL EXPENDITURE				
	Original Budget	Year to Date Actual	Variance $	Variance %
Capital Expenditure	15,705,396	1,432,758	14,272,638	90.9%

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2.1 Interim Statement of Comprehensive Income by Nature
For the period ended 31 October 2024

	Adopted Budget	Year to Date				Previous YTD Actual
	2024/25 $	Adopted Budget $	Interim Actual $	Variance $	Variance %	31-Oct-23 $
Revenue						
Member User Charges						
User Charges - City of Perth	2,700,714	837,112	828,154	(8,958)	(1%)	647,956
User Charges - City of Wanneroo	10,065,000	3,515,768	3,538,829	23,060	1%	2,679,042
User Charges - City of Joondalup	6,148,800	2,052,803	2,062,673	9,870	0%	1,629,893
User Charges - City of Stirling	10,461,195	3,133,735	3,041,430	(92,305)	(3%)	2,803,692
User Charges - Town of Cambridge	786,900	234,142	230,660	(3,483)	(1%)	291,771
User Charges - City of Vincent	1,006,500	344,841	349,841	5,000	1%	291,111
User Charges - Town of Victoria Park	1,943,460	694,461	699,676	5,215	1%	547,611
Total Member User Charges	**33,112,569**	**10,812,863**	**10,751,262**	**(61,601)**	(1%)	**8,891,077**
User Charges - Casual Tipping Fees	5,870,017	1,492,750	1,499,889	7,139	0%	1,508,970
Total User Charges	**38,982,586**	**12,305,613**	**12,251,151**	**(54,462)**	(0%)	**10,400,046**
Other Fees and Charges						
Mattresses Charges	1,000,000	323,333	299,107	(24,226)	(7%)	-
Gas Power Generation Sales	800,000	222,500	-	(222,500)	(100%)	40,599
Total Other Fees and Charges	**1,800,000**	**545,833**	**299,107**	**(246,726)**	(45%)	**40,599**
Total Fees and Charges	**40,782,586**	**12,851,447**	**12,550,258**	**(301,188)**	(2%)	**10,440,646**
Interest Earnings	2,984,150	1,194,717	1,336,761	142,044	12%	879,041
Grants, Subsidies and Contributions						
Reimb. of Admin/Governance Expenses	4,364,356	1,454,785	1,454,785	-	0%	1,552,173
Other Revenue						
Other Revenue	281,556	69,703	76,546	6,843	10%	85,597
Total Other Revenue	**7,630,062**	**2,719,205**	**2,868,092**	**148,887**	**5%**	**2,516,811**
Total Revenue	**48,412,648**	**15,570,651**	**15,418,350**	**(152,301)**	**(1%)**	**12,957,456**
EXPENSES						
Employee Costs	(6,779,990)	(2,125,601)	(1,788,014)	337,587	(16%)	(1,630,174)
Materials and Contracts	(28,294,000)	(7,374,553)	(6,490,866)	883,687	(12%)	(5,469,163)
Utilities	(818,250)	(261,396)	(199,169)	62,227	(24%)	(193,507)
Depreciation	(7,062,320)	(2,354,107)	(2,239,672)	114,435	(5%)	(2,077,752)
Amortisation	(2,119,200)	(706,401)	(706,401)	-	0%	(706,401)
Finance Costs	(1,040,175)	(346,725)	(341,841)	4,884	(1%)	(367,145)
Insurances	(665,100)	(170,867)	(124,002)	46,865	(27%)	(119,845)
Other Expenses	(371,090)	(108,695)	(61,231)	47,463	(44%)	(28,682)
Total Expenses	**(47,150,125)**	**(13,448,343)**	**(11,951,195)**	**1,497,147**	**(11%)**	**(10,592,668)**
Capital Grants, Subsidies and Contributions						
Capital Grants and Subsidies	-	-	-	-	-	-
	-	**-**	**-**	**-**		**-**
Profit/(loss) from ordinary activities						
Profit on Sale of Assets	527,550	122,924	-	(122,924)	(100%)	1
Loss on Sale of Assets	(17,070)	-	-	-	-	-
	510,480	**122,924**	**-**	**(122,924)**	(100%)	1
Net result for the period	**1,773,003**	**2,245,232**	**3,467,155**	**1,221,922**	**54%**	**2,364,789**
Other Comprehensive income for the period						
Changes in asset revaluation	-	-	-	-	-	-
TOTAL COMPREHENSIVE INCOME	**1,773,003**	**2,245,232**	**3,467,155**	**1,221,922**	**54%**	**2,364,789**

2.2 Interim Statement of Comprehensive Income by Program
For the period ended 31 October 2024

	Adopted Budget	Year to Date				Previous YTD Actual
	2024/25 $	Adopted Budget $	Interim Actual $	Variance $	Variance %	31-Oct-23 $
Revenue						
Member User Charges						
User Charges - City of Perth	2,700,714	837,112	828,154	(8,958)	(1%)	647,956
User Charges - City of Wanneroo	10,065,000	3,515,768	3,538,829	23,060	1%	2,679,042
User Charges - City of Joondalup	6,148,800	2,052,803	2,062,673	9,870	0%	1,629,893
User Charges - City of Stirling	10,461,195	3,133,735	3,041,430	(92,305)	(3%)	2,803,692
User Charges - Town of Cambridge	786,900	234,142	230,660	(3,483)	(1%)	291,771
User Charges - City of Vincent	1,006,500	344,841	349,841	5,000	1%	291,111
User Charges - Town of Victoria Park	1,943,460	694,461	699,676	5,215	1%	547,611
Total Member User Charges	**33,112,569**	**10,812,863**	**10,751,262**	**(61,601)**	(1%)	**8,891,077**
User Charges - Casual Tipping Fees	5,870,017	1,492,750	1,499,889	7,139	0%	1,508,970
Total User Charges	**38,982,586**	**12,305,613**	**12,251,151**	**(54,462)**	(0%)	**10,400,046**
Other Fees and Charges						
Mattresses Charges	1,000,000	323,333	299,107	(24,226)	(7%)	-
Gas Power Generation Sales	800,000	222,500	-	(222,500)	(100%)	40,599
Total Other Fees and Charges	**1,800,000**	**545,833**	**299,107**	**(246,726)**	(45%)	**40,599**
Total Fees and Charges	**40,782,586**	**12,851,447**	**12,550,258**	**(301,188)**	(2%)	**10,440,646**
Interest Earnings	2,984,150	1,194,717	1,336,761	142,044	12%	879,041
Grants, Subsidies and Contributions						
Reimb. of Admin/Governance Expenses	4,364,356	1,454,785	1,454,785	-	0%	1,552,173
Other Revenue						
Other Revenue	281,556	69,703	76,546	6,843	10%	85,597
Total Other Revenue	**7,630,062**	**2,719,205**	**2,868,092**	**148,887**	**5%**	**2,516,811**
Total Revenue	**48,412,648**	**15,570,651**	**15,418,350**	**(152,301)**	**(1%)**	**12,957,456**
EXPENSES						
Employee Costs	(6,779,990)	(2,125,601)	(1,788,014)	337,587	(16%)	(1,630,174)
Materials and Contracts	(28,294,000)	(7,374,553)	(6,490,866)	883,687	(12%)	(5,469,163)
Utilities	(818,250)	(261,396)	(199,169)	62,227	(24%)	(193,507)
Depreciation	(7,062,320)	(2,354,107)	(2,239,672)	114,435	(5%)	(2,077,752)
Amortisation	(2,119,200)	(706,401)	(706,401)	-	0%	(706,401)
Finance Costs	(1,040,175)	(346,725)	(341,841)	4,884	(1%)	(367,145)
Insurances	(665,100)	(170,867)	(124,002)	46,865	(27%)	(119,845)
Other Expenses	(371,090)	(108,695)	(61,231)	47,463	(44%)	(28,682)
Total Expenses	**(47,150,125)**	**(13,448,343)**	**(11,951,195)**	**1,497,147**	**(11%)**	**(10,592,668)**
Capital Grants, Subsidies and Contributions						
Capital Grants and Subsidies	-	-	-	-	-	-
	-	-	-	-		-
Profit/(loss) from ordinary activities						
Profit on Sale of Assets	527,550	122,924	-	(122,924)	(100%)	1
Loss on Sale of Assets	(17,070)	-	-	-	-	-
	510,480	**122,924**	**-**	**(122,924)**	(100%)	1
Net result for the period	**1,773,003**	**2,245,232**	**3,467,155**	**1,221,922**	**54%**	**2,364,789**
Other Comprehensive income for the period						
Changes in asset revaluation	-	-	-	-	-	-
TOTAL COMPREHENSIVE INCOME	**1,773,003**	**2,245,232**	**3,467,155**	**1,221,922**	**54%**	**2,364,789**

2.3 Interim Statement of Financial Position As at 31 October 2024

	Interim Actual 31 October 2024	Interim Actual as at 30 June 2024
CURRENT ASSETS		
Cash and cash equivalents	19,306,828	21,681,423
Other Financial Assets	58,225,057	54,604,800
Debtors and other receivables	3,100,454	2,304,693
Inventories	16,746	12,330
Other Current Assets	1,444,640	823,442
TOTAL CURRENT ASSETS	**82,093,725**	**79,426,688**
NON-CURRENT ASSETS		
Property, plant and equipment	33,880,562	34,469,175
Right of Use Asset	5,395,956	5,650,725
Infrastructure	49,130,580	50,402,365
Excavation and Rehabilitation Asset	13,198,038	12,596,186
TOTAL NON-CURRENT ASSETS	**101,605,137**	**103,118,451**
TOTAL ASSETS	**183,698,862**	**182,545,139**
CURRENT LIABILITIES		
Trade and other payables	2,159,684	4,523,947
Provisions	826,260	821,752
Rehabilitation provision	10,544,209	10,544,209
Right of Use Asset - Leases	453,661	680,492
TOTAL CURRENT LIABILITIES	**13,983,814**	**16,570,400**
NON CURRENT LIABILITIES		
Provisions	115,857	88,800
Rehabilitation provision	19,750,874	19,504,778
Right of Use Asset - Leases	5,702,532	5,702,532
TOTAL NON CURRENT LIABILITIES	**25,569,263**	**25,296,111**
TOTAL LIABILITIES	**39,553,077**	**41,866,511**
NET ASSETS	**144,145,785**	**140,678,629**
EQUITY		
Retained Losses	(27,855,981)	(29,128,649)
Reserves Accounts	27,599,265	25,404,777
Revaluation Surplus	55,316,775	55,316,775
Council Contribution	89,085,726	89,085,726
TOTAL EQUITY	**144,145,785**	**140,678,629**

2.4 Interim Statement of Cash Flow
For the period ended 31 October 2024

	Adopted Budget 2024/2025	Interim Actual YTD 31-Oct-24	Interim Actual 30-Jun-24
	$		$
Cash flows from operating activities			
Receipts			
Contributions, re-imbursements and donations	4,364,356	1,454,785	4,656,518
Gas generation services	800,000	-	615,414
Fees and charges	41,317,586	11,693,406	31,709,699
Interest earnings	2,984,150	1,099,091	3,133,051
Other revenue	281,556	76,546	339,899
GST Received	-	935,230	3,061,094
	49,747,648	**15,259,058**	**43,515,675**
Payments			
Employee costs	(6,217,432)	(1,810,928)	(5,761,474)
Materials and contracts	(27,783,520)	(9,247,496)	(16,664,242)
Utilities	(818,250)	(199,169)	(591,004)
Insurance	(665,100)	(124,002)	(355,736)
Finance Costs	-	(95,745)	(324,573)
Other Expenditure	(371,090)	(61,231)	(204,320)
GST Paid	-	(815,236)	(3,106,273)
	(35,855,392)	**(12,353,807)**	**(27,007,622)**
Net cash provided by/(used in) operating activities	**13,892,256**	**2,905,252**	**16,508,053**
Cash flows from investing activities			
Grants and subsidaries	-	-	38,000
Payments for purchases of property, plant and equipment and infrastructure	(15,705,396)	(1,432,758)	(1,684,830)
Investments term deposits	(4,354,150)	(3,620,258)	(14,108,890)
Proceeds from Sale of assets	1,370,000	-	1,293,291
Net cash used in investing activities	**(18,689,546)**	**(5,053,016)**	**(14,462,429)**
Cash flows from financing activities			
Lease payments	(559,266)	(226,831)	(626,342)
Net cash (used in)/from financing activities	**(559,266)**	**(226,831)**	**(626,342)**
Net increase/(decrease) in cash and cash equivalents	**(5,356,556)**	**(2,374,595)**	**1,419,282**
Cash and cash equivalents 30 June 2024	25,503,246	21,681,423	20,262,141
Cash and cash equivalents 31 October 2024	**20,146,690**	**19,306,828**	**21,681,423**

2.5 Interim Statement of Financial Activity
For the period ended 31 October 2024

	Adopted Budget 2024/25	Adopted Budget YTD 31-Oct-24	Interim Actual YTD 31-Oct-24	Variance	Variance
	$	$	$	$	%
Revenue from operating activities					
Contributions and reimbursements	4,364,356	1,454,785	1,454,785	-	0%
Fees and charges	40,782,586	12,790,447	12,550,258	(240,188)	(2%)
Interest revenue	2,984,150	1,194,717	1,336,761	142,044	12%
Other revenue	281,556	39,703	76,546	36,843	93%
Profit on asset disposals	527,550	122,924	-	(122,924)	
	48,940,198	**15,602,575**	**15,418,350**	**(184,225)**	**(1%)**
Expenditure from operating activities					
Employee costs	(6,779,990)	(2,125,601)	(1,788,014)	337,587	(16%)
Materials and contracts	(28,294,000)	(7,374,553)	(6,490,866)	883,687	(12%)
Utility charges	(818,250)	(261,396)	(199,169)	62,227	(24%)
Depreciation & amortisation	(9,181,520)	(3,060,507)	(2,946,072)	114,434	(4%)
Finance costs	(1,040,175)	(346,725)	(341,841)	4,884	(1%)
Insurance	(665,100)	(170,867)	(124,002)	46,865	(27%)
Other expenditure	(371,090)	(108,695)	(61,231)	47,463	(44%)
Loss on asset disposals	(17,070)	-	-	-	
	(47,167,195)	**(13,448,342)**	**(11,951,195)**	**1,497,147**	**(11%)**
Add/less: Non-cash items					
Profit on asset disposals	(527,550)	(122,924)	-	122,924	(100%)
Loss on disposal of assets	17,070	-	-	-	
Depreciation & amortisation	9,181,520	3,060,507	2,946,072	(114,434)	(4%)
Employee benefit provisions	678,558	226,186	31,566	(194,620)	(86%)
Rehabilitation - unwinding of interest	738,287	246,096	246,096	-	0%
Other Provisions	696,004	174,001	-	(174,001)	(100%)
	10,783,888	**3,583,865**	**3,223,734**	**(360,131)**	**(10%)**
Amount attributable to operating activities	**12,556,891**	**5,738,099**	**6,690,889**	**952,790**	**17%**
Inflows from investing activities					
Proceeds from disposal of assets	1,370,000	-	-	-	
	1,370,000	**-**	**-**	**-**	
Outflows from investing activities					
Purchase of plant and equipment	(3,753,366)	(1,251,122)	(69,740)	1,181,382	(94%)
Purchase of land and buildings	(280,000)	(93,333)	(1,550)	91,783	(98%)
Purchase of computer equipment	(217,000)	(72,333)	(11,160)	61,173	(85%)
Purchase and construction of infrastructure	(11,455,030)	(3,818,343)	(1,350,308)	2,468,035	(65%)
	(15,705,396)	**(5,235,132)**	**(1,432,758)**	**3,802,374**	**(73%)**
Amount attributable to investing activities	**(14,335,396)**	**(5,235,132)**	**(1,432,758)**	**3,802,374**	**(73%)**
Inflows from financing activity					
Transfers from reserve accounts	7,808,366	2,602,789	100,604	(2,502,185)	(96%)
	7,808,366	**2,602,789**	**100,604**	**(2,502,185)**	**(96%)**
Outflows from financing activities					
Payments for principal portion of lease liabilities	(665,840)	(217,063)	(226,831)	(9,768)	5%
Transfers to reserve accounts	(8,054,124)	(2,228,041)	(2,295,091)	(67,050)	3%
	(8,719,964)	**(2,445,104)**	**(2,521,922)**	**(76,818)**	**3%**
Amount attributable to financing activities	**(911,598)**	**157,684**	**(2,421,318)**	**(2,421,318)**	**(1536%)**
Operating Net Current Assets at the start of the financial year	**49,252,469**	**49,252,469**	**49,497,963**	**245,494**	**0%**
Amount attributable to operating activities	12,556,891	5,738,099	6,690,889	952,790	17%
Amount attributable to investing activities	(14,335,396)	(5,235,132)	(1,432,758)	3,802,374	(73%)
Amount attributable to financing activities	(911,598)	157,684	(2,421,318)	(2,579,003)	(1636%)
Closing Net Current Assets	**46,562,366**	**49,913,120**	**52,334,776**	**2,421,656**	**5%**

2.5 Interim Net Current Assets
For the period ended 31 October 2024

	Actual As at 31 Oct 2024	Actual 30 June 2024
CURRENT ASSETS		
Cash and cash equivalents	19,306,828	21,681,423
Other Financial Assets	58,225,057	54,604,800
Debtors and other receivables	3,100,454	2,304,693
Inventories	16,746	12,330
Other Current Assets	1,444,640	823,442
TOTAL CURRENT ASSETS	**82,093,725**	**79,426,688**
CURRENT LIABILITIES		
Trade and other payables	2,159,684	4,523,947
Provisions	11,370,469	11,365,961
Right of Use Asset - Leases	453,661	680,492
TOTAL CURRENT LIABILITIES	**13,983,814**	**16,570,400**
NET CURRENT ASSETS	**68,109,911**	**62,856,288**
Add Back Restricted Liabilities		
Employee Related Provisions	11,370,469	11,365,961
Right of Use - Liabilities	453,661	680,492
Adjusted Net Current Assets	**79,934,041**	**74,902,741**
Less: Net current financial assets that back reserves		
Reserve Accounts	(27,599,265)	(25,404,777)
	52,334,776	**49,497,964**

2.6 Statement of Reserves
For the period ended 31 October 2024

Description	Interim Actual YTD 31 Oct 24
Site Rehabilitation	
Opening balance	18,679,243
Interest income	274,905
Transfer to reserves	246,096
Transfer from reserves	-
Closing Balance	**19,200,243**
Capital Expenditure	
Opening balance	6,209,785
Interest income	99,850
Transfer to reserves	1,666,668
Transfer from reserves	(100,604)
Closing Balance	**7,875,699**
Carbon Abatement	
Opening balance	515,749
Interest income	7,573
Transfer to reserves	-
Transfer from reserves	-
Closing Balance	**523,322**
RESERVES SUMMARY	
Opening Balance	25,404,777
Interest income	382,328
Transfer to reserves	1,912,764
Transfer from reserves	(100,604)
Closing Balance	**27,599,265**

2.7 Interim Statement of Investing Activity
For the period ended 31 October 2024

Adopted Budget 2024/25	Adopted Budget 2024/25	Actual As at 31 October 2024	Actual vs Adopted Budget Variance	Actual vs Adopted Budget Variance
	$	$	%	
LANDFILL INFRASTRUCTURE				
Installation of Piggy Back Liner	3,631,235	60,497	3,570,738	1.7%
Stage2 - Phase2 capping work	5,395,426	1,236,370	4,159,056	22.9%
Leachate Processing Infrastructure	1,683,369	11,386	1,671,983	0.7%
	10,710,030	**1,308,253**	**9,401,777**	**12.22%**
INFRASTRUCTURE TAMALA PARK				
Transfer station extension (from alternative wt options)	65,000	-	65,000	0.0%
Recycling Asphalt Hardstand extension works	35,000	-	35,000	0.0%
Footpath at Administration building	10,000	-	10,000	0.0%
Leachate Extraction Well Stage2 Phase 2	150,000	9,250	140,750	6.2%
Waste Water Treatement Replacement (Washdown Bay)	65,000	-	65,000	0.0%
Leachate Holding Tanks and Pump Station	190,000	3,717	186,283	2.0%
Infrastructure Design Planning	200,000	-	200,000	0.0%
Transfer Station Fixed Lighting Towers	30,000	-	30,000	0.0%
4x new Monitoring Bores Install - Marmion Ave	55,000	-	55,000	0.0%
Facility Signage Upgrade	14,000	10,453	3,547	74.7%
Transfer Station Line Marking	18,000	18,635	- 635	103.5%
	832,000	**42,055**	**789,945**	**5.05%**
BUILDING				
Admin building renewal	105,000	1,550	103,450	1.5%
Recycling Centre Roof Extension Works	15,000	-	15,000	0.0%
Master Distribution Board Upgrade	150,000	-	150,000	0.0%
Workshop Crib Room Kitchen refurbishment	10,000	-	10,000	0.0%
	280,000	**1,550**	**278,450**	**0.55%**
COMPUTING EQUIPMENT				
CCTV install for Tip Face, Quarry and Transfer	10,000	-	10,000	0.0%
Weighbridge Software Upgrade	150,000	-	150,000	0.0%
DCS Replacements	30,000	-	30,000	0.0%
Replacement of IT equipments	27,000	11,160	15,840	41.3%
Wifi Access Point Replacements	27,866	-	27,866	0.0%
	244,866	**11,160**	**233,706**	**4.56%**
EQUIPMENT				
High Flow Leachate/ Water Transfer Pump (Diesel)	60,000	-	60,000	0.0%
2 way radios	6,500	-	6,500	0.0%
Odour monitoring units / control	80,000	69,740	10,260	87.2%
	146,500	**69,740**	**76,760**	**47.60%**
PLANT AND VEHICLES				
TAKEUCHI Skid Steer Loader TL10V2 2022 - PL151	245,000	-	245,000	0.0%
Skid Steer Bucket Replacements x 3	60,000	-	60,000	0.0%
CAT 2.5L Forklift - Plant117	85,000	-	85,000	0.0%
Komatsu Excavator 2018-C22211 - Plant131	385,000	-	385,000	0.0%
Compactor or Alternative waste compaction treatment	1,500,000	-	1,500,000	0.0%
Hino Bin Truck 1EAS815 - Plant83	390,000	-	390,000	0.0%
New Slow Speed Shredder/Crusher	800,000	-	800,000	0.0%
New Double Axle trailer	15,000	-	15,000	0.0%
Replacement of Skid Steer Loader	12,000	-	12,000	0.0%
	3,492,000	**-**	**3,492,000**	**0.0%**
TOTAL CAPITAL EXPENDITURE	**15,705,396**	**1,432,758**	**14,272,638**	**9.1%**

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3.0 Cash & Cash Equivalents and Schedule of Investments As at 31 October 2024

Institutions with Standard & Poors Rating AA- or better

Institution	S&P Rating	Achieved
CBA	AA-	✔
NAB	AA-	✔
ANZ	AA-	✔
Westpac	AA-	✔

Where Tenor > 90 Days, maximum 50% held in one institution

Investments > 90 days tenor	94%

Institution	Amount Held $m	% of Total Funds	Maximum	Achieved
CBA	$ 13.32	23%	50%	✔
NAB	$ 17.22	30%	50%	✔
ANZ	$ 4.30	7%	50%	✔
Westpac	$ 23.00	40%	50%	✔
<90 Days	$ 0.20			
	$ 58.05			

Where possible give preference to institutions that do not finance the fossil fuel industry and consider ethical, social and environmental aspects.

As the 31st October 2024, the MRC's interest earnings are $142k above the adopted budget. The Reserve Bank of Australia has kept its cash rate unchanged at 4.35%, which has matched market estimates. The MRC's weighted average interest rate on fixed term deposit investments is 5.08%.

At the 31st October 2024, the MRC's total cash and investments amounted to $77.5 million. $58.2 million was invested in term deposits and $13.1million is invested in a CBA saver account with the balance being held in the everyday accounts. 5% (i.e. 1 term deposit with a value $5m) of the overall term deposits have environmental, social, and governance (ESG) ratings. For additional information please refer to page 15.

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3.0 Cash & Cash Equivalents and Schedule of Investments As at 31 October 2024 (Continued)

SCHEDULE OF INVESTMENTS

Bank	Investment Date	Tenor (Days)	Investment Amt $	Interest Rate %	Maturity Date	Gross Interest $	Maturity Amt $
ORDINARY TERM DEPOSITS							
NAB GMI-DEAL-10899596	21/05/2024	181	2,167,406	5.10%	18/11/2024	54,815	2,222,220.3
NAB 93-921-9929	23/08/2024	90	203,977	5.00%	21/11/2024	2,515	206,492.0
Wpac TD 032-108 005408	29/05/2024	184	3,200,000	5.14%	29/11/2024	82,916	3,282,916.0
ANZ 9797-07193	1/08/2024	133	2,161,684	4.94%	12/12/2024	38,912	2,200,596.0
NAB GMI-DEAL-10893903	15/07/2024	184	2,165,308	5.30%	15/01/2025	57,852	2,223,160.7
NAB 41-562-4966	9/09/2024	150	3,113,997	5.00%	6/02/2025	63,986	3,177,982.8
CBA 37309509 (trans 234)	18/09/2024	152	3,000,000	4.80%	17/02/2025	59,967	3,059,967.1
NAB 21-233-4933	23/08/2024	180	2,186,924	5.00%	19/02/2025	53,924	2,240,848.3
Wpac TD 032-108 988977	21/05/2024	275	4,300,000	5.21%	20/02/2025	168,790	4,468,789.7
ANZ 9796-92171	13/06/2024	273	2,137,282	5.00%	13/03/2025	79,928	2,217,210.1
NAB GMI-DEAL-10894013	14/10/2024	182	2,197,972	5.05%	14/04/2025	55,347	2,253,319.0
CBA CDA 37309509 (trans 237)	15/10/2024	182	5,309,368	4.84%	15/04/2025	128,135	5,437,502.9
CBA 37309509 (trans 231)	19/07/2024	273	5,139,818	4.97%	18/04/2025	191,062	5,330,879.8
Wpac TD 032-108 962507	1/05/2024	365	5,500,000	5.35%	1/05/2025	294,250	5,794,250.0
NAB GMI-DEAL-10902291	11/06/2024	365	3,238,861	5.25%	11/06/2025	170,040	3,408,900.9
NAB 36-705-5358	16/09/2024	270	2,202,460	5.00%	13/06/2025	81,461	2,283,921.3
Wpac 032-108 521306	23/08/2024	122	5,000,000	5.14%	23/12/2024	85,901	5,085,901
Total Ordinary Term Deposits			**53,225,058**			**1,669,801**	**54,894,858**
Wpac Green TD 11635312)	11/06/2024	365	5,000,000	5.10%	11/06/2025	255,000	5,255,000
Total ESG Term Deposits			**5,000,000**			**255,000**	**5,255,000**
Total Term Deposits			**58,225,058**	**5.08%**		**1,924,801**	**60,149,858**

Cash & Cash Equivalents as of 31st October 2024	
CBA Saver	13,063,166
NAB Balance	1,189
CBA Business	6,238,811
ANZ Balance	162
Petty Cash	2,000
Floats	1,500
Total Cash & Cash Equivalents	**19,306,828**
Total	**77,531,885**

Principal		
Ordinary Term Deposits		
NAB	30.0%	17,476,905
CBA	23.1%	13,449,186
ANZ	7.4%	4,298,966
Wpac	30.9%	18,000,000
		53,225,058
ESG Term Deposits		
Wpac Green	8.6%	5,000,000
Invested	**100%**	**58,225,058**

Principal plus interest		
Ordinary Term Deposits		
NAB	30.0%	18,016,845
CBA	23.0%	13,828,350
ANZ	7.3%	4,417,806
Wpac	31.0%	18,631,857
		54,894,858
ESG Term Deposits		
Wpac Green	8.7%	5,255,000
Total	**100%**	**60,149,858**

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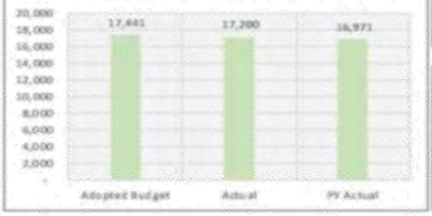
4.0 Tonnage Report for the period ended 31 October 2024

Tonnage Summary OCT-24

Monthly Summary



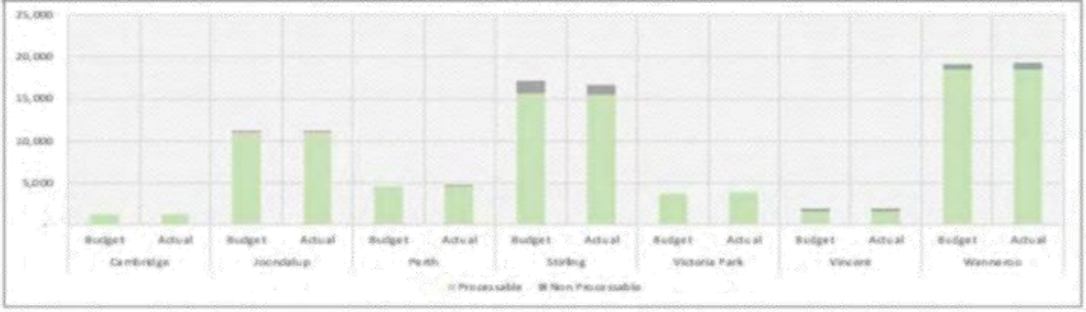
	Budget	Actual	Variance	Prior Year
Processable	15,517	14,956	(561)	13,924
Non Processable	568	352	(217)	1,041
Members	16,085	15,307	(778)	14,966
Casuals	1,356	1,893	537	2,006
Total	17,441	17,200	(240)	16,971

Year to Date Summary

	Budget	Actual	Variance	Prior Year
Processable	56,259	56,183	(76)	54,274
Non Processable	2,828	2,534	(294)	4,765
Members	59,087	58,717	(370)	59,039
Casuals	5,971	6,560	589	7,399
Total	65,058	65,277	220	66,438

Member Summary

Year to Date



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9.2	LIST OF ACCOUNTS PAID – FOR THE PERIOD ENDED 30 September 2024 & 31 October 2024
Reference:	**GF-23-000000019**
Attachment(s):	**Attachment No. 2**
Date:	**13 November 2024**
Responsible Officer:	**Executive Manager Corporate Services**

SUMMARY
The purpose of this report is to provide details of payments made during the periods identified above. This is in line with the requirement under the delegated authority to the Chief Executive Officer (CEO), that a list of payments made from the Municipal Fund since the last Ordinary Council meeting be presented to Council.

DETAILS
In accordance with section 13(1) of the *Local Government Financial Management Regulations 1996*, Council has delegated to the Chief Executive Officer (CEO) the exercise of its power to make payments from its Municipal and Trust Funds. A list of accounts paid by the CEO is to be prepared each month (Fin Reg 13(2)) and be presented to the next Ordinary Council Meeting following such payments (Fin Reg 13(3)). The lists of accounts paid for the months ended 30 September 2024 and 31 October 2024 is attached at Appendix 2 to this Item.

A new regulation 13A has been added to the *Local Government Financial Management Regulations 1996* to increase transparency and accountability in local government through greater oversight of incidental spending. Regulation covers purchasing cards such as Bunnings and Fuel cards issued by local government to their employees. Under the new regulation, a transaction listing is included for the MRC's fuel cards and Bunnings Power Pass cards.

Month Ended	Account	Vouchers	Amount
30 September 2024	General Municipal	Cheques	**$-**
		EFT	**$1,526,963.13**
		Direct Payment	**$3,415,369.93**
		Inter account transfers	**-**
		Total	**$4,942,333.06**
31 October 2024	General Municipal	Cheques	**$1,959.20**
		EFT	**$5,609,470.39**
		Direct Payment	**$2,502,243.91**
		Inter account transfers	**-**
		Total	**$8,113,673.50**

STATUTORY IMPLICATIONS
Regulation 13 of the *Local Government (Financial Management) Regulations 1996*

FINANCIAL IMPLICATIONS
Nil

VOTING REQUIREMENT
Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Note the list of accounts paid under delegated authority to the Chief Executive Officer for the months ended 30 September 2024 and 31 October 2024, in accordance with regulation 13(1) of the Local Government (Financial Management) Regulation 1996.

Moved Cr Vernon, seconded Cr Hatton
RESOLVED
That the recommendation be adopted

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

Attachment

List of Accounts Paid – September and October 2024

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Schedule of Payments for September 2024
Council Meeting - 28 November 2024

Date	Document No.	Vendor Name	Description	Amount
				$ -
		Total CBA cheques		**$ -**

Date	Document No.	Vendor Name	Description	Amount
6/09/2024	DP-02458	Australian Taxation Office	PAYG Payment	$ 40,612.00
6/09/2024	DP-02459	Easi Salary Pty Ltd	Staff Salary Sacrifice	$ 3,620.01
20/09/2024	DP-02460	Australian Taxation Office	PAYG Payment	$ 40,578.00
20/09/2024	DP-02461	Easi Salary Pty Ltd	Staff Salary Sacrifice	$ 3,620.01
19/09/2024	DP-02462	Perth Ceiling Repairs	Repairs to Ceiling at RRF	$ 1,100.00
20/09/2024	DP-02463	SuperChoice	Staff Superannuation	$ 70,233.69
24/09/2024	DP-02464	Australian Taxation Office	BAS Payment Aug 2024	$ 245,906.00
19/09/2024	DP-02465	Commonwealth Bank	CBA TD placement	$ 3,000,000.00
4/09/2024	DP-02466	ANZ Bank	Account Fee	$ 10.00
26/09/2024	DP-02467	MRC Credit Card	See the schedule attached (credit card payments)	$ 7,481.65
2/09/2024	DP-02468	Commonwealth Bank	Merchant fees	$ 184.60
2/09/2024	DP-02469	Commonwealth Bank	Merchant fees	$ 1,952.03
16/09/2024	DP-02470	Commonwealth Bank	Commbiz Fees	$ 53.14
16/09/2024	DP-02471	Commonwealth Bank	Acc Service Fees	$ 8.80
30/09/2024	DP-02472	NAB Bank	Bank Charges	$ 10.00
		Total Direct Payments & Fees		**$ 3,415,369.93**

Total Inter account Transfers

Date	Document No.	Vendor Name	Description	Amount
5/09/2024	EFT-02432	Advanced Liquid Waste	Septic tank maintenance-Recycling	$ 1,643.50
5/09/2024	EFT-02432	All 4 People Pty Ltd	Contract Labour w/e 10 Aug 24	$ 5,463.22
5/09/2024	EFT-02432	Aussie Natural Spring Water	Water Cooler Bottles	$ 43.00
5/09/2024	EFT-02432	Brooks Hire	Skidsteer Service and Repairs	$ 5,086.35
5/09/2024	EFT-02432	City of Joondalup	TP Lease - Sept 24	$ 14,784.73
5/09/2024	EFT-02432	Critical Fire Protection and Training Pty Ltd	Monthly Inspection of Fire System - Jul 24	$ 33.00
5/09/2024	EFT-02432	Fennell Tyres International Pty Ltd	PI133 Repair and maintenance	$ 587.13
5/09/2024	EFT-02432	InfoTrust	Symantec Email Cloud Security - Annual License	$ 2,198.08
5/09/2024	EFT-02432	Landgate	Gross Rental Market Valuation TP	$ 3,300.00
5/09/2024	EFT-02432	MRP Pest Control	RRF Pest Control	$ 892.20
5/09/2024	EFT-02432	NAPA Parts	PL148 Towing Mirror & Hi-Vis Safety Flags	$ 605.29
5/09/2024	EFT-02432	Raubex Construction Pty Ltd	Capping Project Stage 2 West	$ 505,891.35
5/09/2024	EFT-02432	Seaview Ford Clarkson	PL141 Vehicle Service	$ 814.00
5/09/2024	EFT-02432	Stantons International	Probity Consultancy FOGO	$ 2,740.10
5/09/2024	EFT-02432	Town of Cambridge	TP Lease -Sept 24	$ 7,392.36
5/09/2024	EFT-02432	Trade West Industrial Supplies	Safety Uniform & Equipment	$ 2,268.37
5/09/2024	EFT-02432	Tyrecycle P/L	Tyre Recycling	$ 732.55
5/09/2024	EFT-02432	WesTrac Pty Ltd	1 x Bucket Grapple Pin	$ 104.97
6/09/2024	EFT-02433	Albert Jacob	Meeting Fees & ICT Allow 1 - 31 Aug 24	$ 1,244.17
6/09/2024	EFT-02433	Alexandra Castle	Meeting Fees & ICT Allow 1 - 31 Aug 24	$ 1,244.17
6/09/2024	EFT-02433	Andrea Creado	Meeting Fees & ICT Allow 1 - 31 Aug 24	$ 1,244.17
6/09/2024	EFT-02433	Chris Hatton	Meeting Fees & ICT Allow 1 - 31 Aug 24	$ 1,244.17
6/09/2024	EFT-02433	Christopher May	Meeting Fees & ICT Allow 1 - 31 Aug 24	$ 1,244.17
6/09/2024	EFT-02433	Gary Mack	Meeting Fees & ICT Allow 1 - 31 Aug 24	$ 1,244.17
6/09/2024	EFT-02433	Joe Ferrante	Meeting Fees & ICT Allow 1 - 31 Aug 24	$ 1,244.17
6/09/2024	EFT-02433	Jordan L Wright	Meeting Fees & ICT Allow 1 - 31 Aug 24	$ 1,244.17
6/09/2024	EFT-02433	Karen Vernon	Meeting Fees & ICT Allow 1 - 31 Aug 24	$ 1,696.46
6/09/2024	EFT-02433	Liam Gobbert	Meeting Fees & ICT Allow 1 - 31 Aug 24	$ 1,244.17
6/09/2024	EFT-02433	Paul Miles	Meeting Fees & ICT Allow 1 - 31 Aug 24	$ 1,244.17
6/09/2024	EFT-02433	Stephanie Proud	Meeting Fees & ICT Allow 1 - 31 Aug 24	$ 3,529.09
13/09/2024	EFT-02436	A & G Wines Plumbing	Transfer Station Fire Hose Reel Checks	$ 858.00
13/09/2024	EFT-02436	Alinta Energy	TP Gas Usage 04 Jun - 29 Aug 24	$ 113.25
13/09/2024	EFT-02436	All Fence U Rent P/L	Temporary Fence around Leachate Pond	$ 2,234.65
13/09/2024	EFT-02436	Australian Laboratory Services Pty Ltd	Leachate Sampling testing	$ 5,929.40
13/09/2024	EFT-02436	Banhams WA Pty Ltd	RRF Monthly Fire System Maintenance	$ 578.79
13/09/2024	EFT-02436	City of Perth	TP Lease - Sept 24	$ 7,392.36
13/09/2024	EFT-02436	City of Wanneroo	RRF Council Rates 24/25	$ 113,702.55
13/09/2024	EFT-02436	Envirocare Systems	Monthly Hygiene Services & Supplies	$ 997.04
13/09/2024	EFT-02436	Fennell Tyres International Pty Ltd	PL148 Tyre Repairs & Field Service	$ 338.73
13/09/2024	EFT-02436	Great Southern Fuel Supplies	Diesel Purchases	$ 89,736.68
13/09/2024	EFT-02436	Komatsu Australia	PL133 - 1000hr Service	$ 1,137.43
13/09/2024	EFT-02436	NAPA Parts	Grease Cartridges & H3 Globe	$ 221.85
13/09/2024	EFT-02436	North Star Security	Alarm Panel Batteries at RRF	$ 1,563.10
13/09/2024	EFT-02436	SafeWork Laboratories Pty Ltd	Drug and Alcohol Testing Aug 24	$ 852.06
13/09/2024	EFT-02436	S & L Engineering WA Pty Ltd	Air Compressor Service	$ 1,488.22
13/09/2024	EFT-02436	Spectur Ltd	Monthly Service Neerabup Portable CCTV	$ 3,630.00
13/09/2024	EFT-02436	Synergy	TP Electricity - 27 Jul 24 - 21 Aug 24	$ 8,993.70
13/09/2024	EFT-02436	Telstra	Services & Equipment Rental - Sept 24	$ 1,210.00
13/09/2024	EFT-02436	The Biox Environmental Partnership	Cannon Blades Replacement	$ 431.20
13/09/2024	EFT-02436	Toolmart	Alemlube Diesel Pump Kit	$ 590.00
13/09/2024	EFT-02436	Total Green Recycling Pty Ltd	E-Waste Recycling	$ 7,268.94
13/09/2024	EFT-02436	Tyrecycle P/L	Tyre Recycling	$ 1,146.97
13/09/2024	EFT-02436	Watercheм Australia P/L	10 x 20L Drum EcoSorb - Landfilling	$ 14,630.00
18/09/2024	EFT-02437	Megan Audrey Mather	PPE - Uniform	$ 354.55
20/09/2024	EFT-02438	Advanced Liquid Waste	Removal of overflowed Leachate	$ 1,320.00
20/09/2024	EFT-02438	All 4 People Pty Ltd	Contract Labour Aug & Sept 24	$ 22,929.68
20/09/2024	EFT-02438	Ampol Australia Petroleum Pty Ltd	Fuel Usage - Aug 24	$ 1,105.23
20/09/2024	EFT-02438	Aussie Natural Spring Water	Water Cooler Bottles	$ 43.00
20/09/2024	EFT-02438	Australian Institute of Management	WHS Representative Training Course	$ 4,962.00
20/09/2024	EFT-02438	Australian Services Union	Union Fees	$ 53.00
20/09/2024	EFT-02438	BOQ Finance (Aust) Limited	Monthly Printer Rental	$ 421.53
20/09/2024	EFT-02438	City of Wanneroo	TP Lease - Sept 24	$ 14,784.73
20/09/2024	EFT-02438	Critical Fire Protection and Training Pty Ltd	Monthly Inspection and repair of Fire System - Recycling	$ 2,769.25

Date	Document No.	Vendor Name	Description	Amount
20/09/2024	EFT-02438	Crossland & Hardy Pty Ltd	Survey Works - Tamala Park	$ 3,806.88
20/09/2024	EFT-02438	Crown Security (WA) Pty Ltd	CCTV Recorder Emergency Replacement	$ 3,493.77
20/09/2024	EFT-02438	DC Wired Electrical & Air Conditioning Pty Ltd t/a DC Wired E	Cannon Repairs and RRF Electrical Repairs	$ 9,707.50
20/09/2024	EFT-02438	Environmental & Air Quality Consulting Pty Ltd	Odour Consultant Services	$ 940.50
20/09/2024	EFT-02438	Ergolink	Supply of Office furnitures	$ 1,830.40
20/09/2024	EFT-02438	Fennell Tyres International Pty Ltd	PL148 Fleet Service & Tyre Repairs	$ 1,413.98
20/09/2024	EFT-02438	Flick Anticimex P/L	Pest Control	$ 351.97
20/09/2024	EFT-02438	IT Dynamics Australia	Office 365 Licensing	$ 10,317.21
20/09/2024	EFT-02438	Jedi Auto Worx	PL117, 135 & 136 Maintenance	$ 1,570.65
20/09/2024	EFT-02438	Natural Area Holdings Pty Ltd	Revegetation Plans & Monitor	$ 5,280.00
20/09/2024	EFT-02438	North Star Security	Alarm Monitoring RRF & TP	$ 1,287.00
20/09/2024	EFT-02438	Nutrien Water Joondalup (Total Eden P/L)	Easylok Elbow	$ 482.02
20/09/2024	EFT-02438	Pirtek (Malaga) Pty Ltd	PL135 Replaced Blown Hydraulic Hose	$ 2,496.31
20/09/2024	EFT-02438	SafeWork Laboratories Pty Ltd	Drug and Alcohol Fitness Testing - 23 Aug 24	$ 2,623.72
20/09/2024	EFT-02438	Services Australia	Employees' deductions for Child Support	$ 1,835.46
20/09/2024	EFT-02438	Trophy Specialists	Changes to Board Member Name	$ 44.00
20/09/2024	EFT-02438	United Equipment	Forklift Faulty Seatbelt	$ 209.43
20/09/2024	EFT-02438	Wren Oil	Weekly Collections of Waste Oil for Recycling	$ 748.00
26/09/2024	EFT-02439	Alkimos Autocare	Basic Wash & Interior Clean - MRC Vehicles	$ 965.00
30/09/2024	EFT-02441	A & G Wines Plumbing	Plumbing Repairs	$ 242.00
30/09/2024	EFT-02441	Airwell Group Pty Ltd	Maintenance of Airwell pump	$ 1,841.06
30/09/2024	EFT-02441	All 4 People Pty Ltd	Enviro Admin Recruitment Fee	$ 4,675.00
30/09/2024	EFT-02441	All Fence U Rent P/L	RRF Control Fence Hire	$ 363.00
30/09/2024	EFT-02441	Aptella Pty Ltd - (prev Position Partners)	Bomag Software Compaction Monitoring	$ 1,265.00
30/09/2024	EFT-02441	Blue Diamond Machinery Pty Ltd	Generator/Compressor Trailer Hire	$ 2,411.65
30/09/2024	EFT-02441	BOC Limited	Dissolved Acetylene	$ 12.93
30/09/2024	EFT-02441	Brooks Hire	CAT Skidsteer Hire and Supplies	$ 9,478.79
30/09/2024	EFT-02441	Bunnings	Hose End Sprinkler and PVC Elbows	$ 1,241.50
30/09/2024	EFT-02441	ChekRite Asia Pacific Pty Ltd	ChekRite Subscription	$ 1,107.70
30/09/2024	EFT-02441	City of Stirling	TP Lease - Sept 24	$ 29,569.46
30/09/2024	EFT-02441	Critical Fire Protection and Training Pty Ltd	Fire Safety Supplies	$ 236.50
30/09/2024	EFT-02441	Damian Wilson Design	Design and Artwork	$ 2,200.00
30/09/2024	EFT-02441	Data#3	IT Hardware Equipments	$ 2,187.42
30/09/2024	EFT-02441	David Gray & Co P/L	Green & Red Bins (x 4)	$ 1,432.20
30/09/2024	EFT-02441	DC Wired Electrical & Air Cond. Pty Ltd t/a DC Wired Elect.	Repairs to Damage Cable on Spray Cannon	$ 962.50
30/09/2024	EFT-02441	Dekk Rubber Tracks & Pads	PL134 - Heel Plate Plow Bolts	$ 207.90
30/09/2024	EFT-02441	Eyewise Optical	Employee Benefits	$ 720.50
30/09/2024	EFT-02441	Fennell Tyres International Pty Ltd	PL132 Fleet Service	$ 404.25
30/09/2024	EFT-02441	GHD Pty Ltd.	FOGO Consultancy Charges	$ 1,156.85
30/09/2024	EFT-02441	Herbert Smith Freehills	WtE Legal Fees	$ 24,005.36
30/09/2024	EFT-02441	Instant Products Group	Toilet hire, clean, restock	$ 259.03
30/09/2024	EFT-02441	Iron Mountain Australia Pty Ltd	Monthly Data Backup Service	$ 47.47
30/09/2024	EFT-02441	Kyocera Document Solutions	Monthly Photocopy Printing Expenses	$ 118.27
30/09/2024	EFT-02441	Mark Gregory t/a M Gregory Legal	Legal Fees	$ 2,985.40
30/09/2024	EFT-02441	McLeods	Legal Fees - Use of CCTV Devices	$ 668.80
30/09/2024	EFT-02441	Natural Area Holdings Pty Ltd	TEC Assessment - Reporting & GIS Analysis	$ 4,620.00
30/09/2024	EFT-02441	Nearmap Australia Pty Ltd	Near Maps Subscription 24/25	$ 9,240.00
30/09/2024	EFT-02441	North Star Security	Repairs to Damaged Drop Chain at Transfer	$ 976.80
30/09/2024	EFT-02441	Olivers Lawn & Landscaping Pty Ltd	Lawn Mowing Services	$ 225.00
30/09/2024	EFT-02441	Perth Workplace Safety Consultants Pty Ltd	Consultancy WHS Audit Recommendations	$ 2,860.00
30/09/2024	EFT-02441	Security Specialists Australia Pty Ltd	Monthly Cash Collection	$ 149.38
30/09/2024	EFT-02441	SLR Consulting Australia Pty Ltd	Ground Water Management & Landfill Gas Monitoring	$ 41,885.80
30/09/2024	EFT-02441	Soft Landing	CoS On Demand Monthly Mattress Collection	$ 29,246.90
30/09/2024	EFT-02441	Soft Landing	CoS Balcatta Mattresses Collection	$ 32,703.00
30/09/2024	EFT-02441	Soft Landing	CoJ Mattresses Collection	$ 25,789.76
30/09/2024	EFT-02441	Soft Landing	MRC Monthly Mattress Collection	$ 13,233.00
30/09/2024	EFT-02441	Specialized Cleaning Group Pty Ltd	Monthly Road Sweeping	$ 1,950.00
30/09/2024	EFT-02441	Super Choice Services Pty Ltd	Monthly Single Touch Payroll	$ 15.35
30/09/2024	EFT-02441	T & C Couriers	Monthly Courier Expenses	$ 32.41
30/09/2024	EFT-02441	Talis Consultants P/L	Landfill Consultancy Services	$ 42,928.47
30/09/2024	EFT-02441	Total Green Recycling Pty Ltd	E-Waste Recycling	$ 4,489.47
30/09/2024	EFT-02441	Tree Amigos Tree Surgeons	Property Boundary Vegetation Trimming	$ 1,900.80
30/09/2024	EFT-02441	Tyrecycle P/L	Tyre Recycling	$ 4,275.55
30/09/2024	EFT-02441	Tutt Bryant Equipment WA	PL135 Repaired Hydraulic Hose Leak	$ 613.25
30/09/2024	EFT-02441	Veolia Recycling & Recovery Pty Ltd	Confidential Paper Bin Rental Charge	$ 88.08
30/09/2024	EFT-02441	Volco Minerals Pty Ltd	Granular Zeolite	$ 30,057.50
30/09/2024	EFT-02441	Winc Australia P/L	Stationery & Cleaning Supplies	$ 735.45
30/09/2024	EFT-02441	Wren Oil	Disposal of Oil	$ 671.00
6/09/2024	93	Payroll	Staff Payroll	$ 125,528.37
20/09/2024	94	Payroll	Staff Payroll	$ 127,508.11
				$ 1,526,963.13

CBA Cheque No.	**$**	**-**
Electronic Payments:		
DP-02458 to DP-02472	**$**	**3,415,369.93**
Inter-Account Transfers	**$**	**-**
EFT-02432 to EFT-02441	**$**	**1,526,963.13**
Grand Total	**$**	**4,942,333.06**

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts which was submitted to each member of Council on 28 November 2024 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendered services and as to prices, computations, costing and the amounts due for payment.

Schedule of Payments for September 2024
Council Meeting - 28 November 2024
CBA Credit Card

Date	Payment to	Description		Amount
11/09/2024	JB Hifi	Semi Permanent CCTV Camera	$	1,254.00
19/09/2024	Wired and Wireless	Man Down Duress Button	$	973.50
19/09/2024	City of Vincent	Parking for Meeting with Chair	$	4.05
	Total CBA Credit Card ending 7336		**$**	**2,231.55**
28/08/2024	ASIC	ASIC Report for new vendor application fee	$	20.00
28/08/2024	EPIC Catering	R U Ok Morning Tea	$	418.00
28/08/2024	Coles	Staff Amenities	$	151.00
29/08/2024	ASIC	ASIC Report for new vendor application fee	$	20.00
29/08/2024	ASIC	ASIC Report for new vendor application fee	$	20.00
29/08/2024	ASIC	ASIC Report for new vendor application fee	$	20.00
30/08/2024	AHRI	Annual membership	$	420.00
4/09/2024	NMI	Public Weighbridge License	$	2,435.00
4/09/2024	ASIC	ASIC Report for new vendor application fee	$	20.00
6/09/2024	EPIC Catering	Microsoft 365 Training 5 &13 Sept 24	$	286.00
6/09/2024	Coles	Staff Amenities	$	255.10
17/09/2024	ASIC	ASIC Report for new vendor application fee	$	20.00
21/09/2024	Harry Perkins	Employee Matching Policy 2024 MAVA Cancer 200 Ride	$	1,000.00
22/09/2024	Canva	Subscription yearly	$	165.00
	Total CBA Credit Card ending 7977		**$**	**5,250.10**
	Total CBA Credit Card Payments		**$**	**7,481.65**

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Schedule of Payments for September 2024
Council Meeting - 28 November 2024
Ampol Purchasing card

Date	Document No.	Description	Amount
30/08/2024	EFT-2438	Fuel	$ 147.93
	Total Ampol Card for Rego 5213		**$ 147.93**
2/08/2024	EFT-2438	Fuel	$ 49.12
5/08/2024	EFT-2438	Fuel	$ 97.75
12/08/2024	EFT-2438	Fuel	$ 128.50
26/08/2024	EFT-2438	Fuel	$ 133.42
	Total Ampol Card for Rego 9808		**$ 408.79**
6/08/2024	EFT-2438	Fuel	$ 200.75
9/08/2024	EFT-2438	Fuel	$ 105.63
12/08/2024	EFT-2438	Fuel	$ 141.71
13/08/2024	EFT-2438	Fuel	$ 100.42
	Total Ampol Card for Rego 2010		**$ 548.51**
	Total Ampol Purchase Card Payments		**$ 1,105.23**

Schedule of Payments for September 2024
Council Meeting - 28 November 2024
Bunnings Power Pass

Date	Document No.	Description	Amount
30/09/2024	EFT-02441	Cable Ties, Liquid Sealant, Thread Seal	$126.67
30/09/2024	EFT-02441	Bolts & Nuts, Washers	$122.20
30/09/2024	EFT-02441	Hose End Sprinkler, PVC Elbows	$124.68
		Total for Card ending 31614	**$ 373.55**
30/09/2024	EFT-02441	85L Storage Containers, Chainsaw oil, Ratchet Tie Down	$570.38
30/09/2024	EFT-02441	Retic Hose, Paint, Paint Stripper, Poly Filler	$198.21
30/09/2024	EFT-02441	Face Shields, Lead Extension	$86.12
30/09/2024	EFT-02441	Lead Extensions	$13.24
		Total for Card ending 51400	**$ 867.95**
		Total Bunnings Power Pass Payments	**$ 1,241.50**

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Schedule of Payments for October 2024
Council Meeting - 28 November 2024

Date	Document No.	Vendor Name	Description	Amount
1/10/2024	93895	-	Cancelled	$ -
1/10/2024	93896	Petty Cash	Petty Cash Float Increase	$ 500.00
28/10/2024	93897	Petty Cash	Petty Cash Reimbursement	$ 1,459.20
28/10/2024	93898	-	Cancelled	$ -
			Total CBA Cheques	**$ 1,959.20**

Date	Document No.	Vendor Name	Description	Amount
4/10/2024	DP-02473	Australian Taxation Office	PAYG Payment	$ 44,626.00
4/10/2024	DP-02474	Easi Salary Pty Ltd	Staff Salary Sacrifice	$ 3,620.01
4/10/2024	DP-02475	Coles	Birthday & Christmas Vouchers	$ 3,764.85
4/10/2024	DP-02476	ANZ Bank	Account Fee	$ 10.00
2/10/2024	DP-02477	Commonwealth Bank	Merchant Fees	$ 2,209.35
2/10/2024	DP-02478	Commonwealth Bank	Merchant Fees	$ 104.27
18/10/2024	DP-02479	Australian Taxation Office	PAYG Payment	$ 46,672.24
18/10/2024	DP-02480	Easi Salary Pty Ltd	Staff Salary Sacrifice	$ 3,620.01
21/10/2024	DP-02481	SuperChoice	Staff Superannuation	$ 71,492.69
21/10/2024	DP-02482	Australian Taxation Office	BAS Payment September 2024	$ 153,427.00
15/10/2024	DP-02483	Commonwealth Bank	Commbiz Fees	$ 30.69
15/10/2024	DP-02484	Commonwealth Bank	Account Service Fees	$ 10.40
28/10/2024	DP-02485	MRC Credit Card	Refer to the schedule attached - credit card payments	$ 6,018.09
31/10/2024	DP-02488	NAB Bank	Bank Charges	$ 10.00
8/10/2024	FSJ01373	ANZ Bank	ANZ term deposit proceeds transferred to CBA Account	$ 2,166,028.41
			Total Direct Payments & Fees	**$ 2,502,243.91**

Total Inter account Transfers

Date	Document No.	Vendor Name	Description	Amount
4/10/2024	EFT-02443	Aimroll Group Pty Ltd	Leachate Fort nightly & Monthly Service	$ 7,931.00
4/10/2024	EFT-02443	All Fence U Rent P/L	RRF Control Fence Hire	$ 811.53
4/10/2024	EFT-02443	Bale Data Services	Till Rolls for the Weighbridge	$ 281.03
4/10/2024	EFT-02443	City of Joondalup	TP Lease - Oct 24	$ 14,784.73
4/10/2024	EFT-02443	City of Vincent	TP Lease - Sep 24	$ 7,392.36
4/10/2024	EFT-02443	DC Wired Electrical & Air Conditioning Pty Ltd T/a DC Wired Elect.	Electrical Works for Workshop, RRF and Generator Repairs	$ 6,688.00
4/10/2024	EFT-02443	Fennell Tyres International Pty Ltd	PL120 Fleet Service	$ 346.50
4/10/2024	EFT-02443	MRP Pest Control	RRF Pest Control	$ 892.20
4/10/2024	EFT-02443	North Star Security	Alarm Monitoring RRF & TP	$ 288.75
4/10/2024	EFT-02443	Office National Canning Vale	Office Relocation	$ 1,890.64
4/10/2024	EFT-02443	Pirtek (Malaga) Pty Ltd	PL135 Service & Maintenance	$ 6,143.75
4/10/2024	EFT-02443	Raubex Construction Pty Ltd	Cappino Project Stage 2 West	$ 607,972.97
4/10/2024	EFT-02443	Ronald James Back	Annual Financial Report	$ 14,388.00
4/10/2024	EFT-02443	Soanlee Ford Clarkson	PL136 -Harness & Airbag Replacement	$ 4,780.00
4/10/2024	EFT-02443	Sevrensa Pty Ltd	Landfill Gas SAQP	$ 16,907.00
4/10/2024	EFT-02443	Synergy	RRF Electricity 01-31 Aug 24	$ 32,147.49
4/10/2024	EFT-02443	Telstra	Mobile Usage & Service Charges Sept - Oct 24	$ 1,976.38
4/10/2024	EFT-02443	Total Green Recycling Pty Ltd	E-Waste Recycling	$ 2,372.84
4/10/2024	EFT-02443	Town of Cambridge	TP Lease - Oct 24	$ 7,392.36
4/10/2024	EFT-02443	Town of Victoria Park	TP Lease - Sept 24	$ 7,392.36
4/10/2024	EFT-02443	Trade West Industrial Supplies	Safety Uniforms & Equipment	$ 4,095.59
4/10/2024	EFT-02443	Tyrecycle P/L	Weekly Tyre Collections	$ 631.26
4/10/2024	EFT-02443	Veolia Water Operations Pty Ltd T/a Alloloo Technologies	Investigation of 5 wells & Landfill Gas Monitoring	$ 1,320.50
4/10/2024	EFT-02443	Western Tree Recyclers	Greens Recycling - City of Perth	$ 953.48
4/10/2024	EFT-02443	Western Tree Recyclers	Greens Recycling - City of Joondalup	$ 10,679.68
7/10/2024	EFT-02444	Albert Jacob	Meeting Fees & ICT Allowance 1-30 Sep 24	$ 1,244.17
7/10/2024	EFT-02444	Alexandra Castle	Meeting Fees & ICT Allowance 1-30 Sep 24	$ 1,244.17
7/10/2024	EFT-02444	Andrea Crostto	Meeting Fees & ICT Allowance 1-30 Sep 24	$ 1,244.17
7/10/2024	EFT-02444	Chris Hatton	Meeting Fees & ICT Allowance 1-30 Sep 24	$ 1,244.17
7/10/2024	EFT-02444	Christopher May	Meeting Fees & ICT Allowance 1-30 Sep 24	$ 1,244.17
7/10/2024	EFT-02444	Dary Mack	Meeting Fees & ICT Allowance 1-30 Sep 24	$ 1,244.17
7/10/2024	EFT-02444	Joe Ferrante	Meeting Fees & ICT Allowance 1-30 Sep 24	$ 1,244.17
7/10/2024	EFT-02444	Jordan L Wright	Meeting Fees & ICT Allowance 1-30 Sep 24	$ 1,244.17
7/10/2024	EFT-02444	Karen Vernon	Meeting Fees 1-30 Sept 2024	$ 1,896.46
7/10/2024	EFT-02444	Liam Gobbert	Meeting Fees & ICT Allowance 1-30 Sep 24	$ 1,244.17
7/10/2024	EFT-02444	Paul Miles	Meeting Fees & ICT Allowance 1-30 Sep 24	$ 1,244.17
7/10/2024	EFT-02444	Stephanie Proud	Meeting Fees & ICT Allowance 1-30 Sep 24	$ 3,529.09
11/10/2024	EFT-02445	Alanco Newspaper & Magazine Delivery	Newspaper Delivery	$ 281.60
11/10/2024	EFT-02445	All 4 People Pty Ltd	Contract Labour Hire -Sept 24	$ 6,072.63
11/10/2024	EFT-02445	BAM Print	Printing costs	$ 991.00
11/10/2024	EFT-02445	Blackwoods & Atkins	Metal Grinding Wheels	$ 66.00
11/10/2024	EFT-02445	City of Wanneroo	TP Lease - Oct 24	$ 14,784.73
11/10/2024	EFT-02445	Fennell Tyres International Pty Ltd	PL134 Fleet Service	$ 189.75
11/10/2024	EFT-02445	Great Southern Fuel Supplies	Diesel Purchases	$ 88,745.63
11/10/2024	EFT-02445	IPWEA	IPWEA Fleet Subscription 24/25	$ 1,705.00
11/10/2024	EFT-02445	Jadi Auto Work	PL135 & 148 Repairs	$ 1,476.04
11/10/2024	EFT-02445	Jamaine Enterprises Pty Ltd	PL141 Replaced Tyre & PL136 Puncture Repair	$ 880.00
11/10/2024	EFT-02445	NAPA Parts	Hydraulic, Degreaser, Brake & Parts	$ 6,729.58
11/10/2024	EFT-02445	Natural Area Holdings Pty Ltd	Revegetation Plans & Monitor	$ 5,280.00
11/10/2024	EFT-02445	North Star Security	Alarm Panel Batteries at RRF	$ 420.75
11/10/2024	EFT-02445	Pinnacle Height Safety Pty Ltd	Chief Warden Online Course - R. Mason	$ 229.00
11/10/2024	EFT-02445	Smart Waste Solutions Pty Ltd	H70 Quarterly Service & Callout	$ 2,951.58
11/10/2024	EFT-02445	Stantons International	Probity Consultancy FOGO	$ 439.45
11/10/2024	EFT-02445	The S&C Perth Finance & Accounting Unit Trust	Recruitment cost	$ 22,000.00
11/10/2024	EFT-02445	Telstra	Services & Equipment Rental to 27 Oct 24	$ 1,210.00
11/10/2024	EFT-02445	Total Green Recycling Pty Ltd	E-Waste Recycling	$ 2,394.59
11/10/2024	EFT-02445	Water Corporation	TP Water Rates 23 Jul - 24 Sept 24	$ 5,467.69
11/10/2024	EFT-02445	Wren Oil	Disposal of Oil	$ 264.00
11/10/2024	EFT-02445	Xerox IT Pty Ltd T/a PSQ Group	Monthly Telephone Services Incl Hardware	$ 2,939.76
18/10/2024	EFT-02446	Abimmos Autocare	Vehicles Cleaning cost	$ 720.00
18/10/2024	EFT-02446	All 4 People Pty Ltd	Contract Labour Hire -Sept 24	$ 4,378.83
18/10/2024	EFT-02446	Ampol Australia Petroleum Pty Ltd	Fuel Usage	$ 711.46
18/10/2024	EFT-02446	Australian Services Union	Union Fees	$ 79.60
18/10/2024	EFT-02446	Banhams WA Pty Ltd	RRF Monthly Fire System Maintenance	$ 578.79
18/10/2024	EFT-02446	Blackwoods & Atkins	Battery Operated Pump	$ 91.81
18/10/2024	EFT-02446	City of Perth	TP Lease - Sept 24	$ 7,392.36
18/10/2024	EFT-02446	City of Stirling	Catering - MRC SWG & Committee Meeting	$ 270.60
18/10/2024	EFT-02446	Crossland & Hardy Pty Ltd	Landfill Gas and Leachate Wells	$ 1,188.00
18/10/2024	EFT-02446	Crown Security (WA) Pty Ltd	CCTV Camera Replacement	$ 3,855.19
18/10/2024	EFT-02446	Department of Transport	Disclosure of Information Fees	$ 18.20
18/10/2024	EFT-02446	Envirocare Systems	Monthly Hygiene Services & Supplies	$ 771.32
18/10/2024	EFT-02446	Global Spill Control Pty Ltd	Spill Kits maintenance and supplies	$ 152.87
18/10/2024	EFT-02446	Jadi Auto Work	Relocated UHF Antenna & PL137 Repair	$ 1,137.46
18/10/2024	EFT-02446	Komatsu Australia	PI133 & 134 Call Out & Repairs	$ 4,179.31
18/10/2024	EFT-02446	Mark Gregory T/a M Gregory Legal	Legal Fees	$ 1,163.80
18/10/2024	EFT-02446	NAPA Parts	Mechanical Rags	$ 116.60
18/10/2024	EFT-02446	Reich and Associates	Enviro Monitor Systems Portal License	$ 2,198.34
18/10/2024	EFT-02446	SafeWork Laboratories Pty Ltd	Drug and Alcohol Fitness Testing - 22 Sept 24	$ 797.06
18/10/2024	EFT-02446	Services Australia	Employees' deductions for Child Support	$ 1,899.32
18/10/2024	EFT-02446	Spectur Ltd	Monthly Service Nooralup Portable CCTV	$ 3,630.00
18/10/2024	EFT-02446	Synergy	TP Electricity 22 Aug - 25 Sept 24	$ 11,147.07
18/10/2024	EFT-02446	Total Green Recycling Pty Ltd	E-Waste Recycling	$ 2,211.01
18/10/2024	EFT-02446	Trade West Industrial Supplies	Safety Uniform & Equipment	$ 861.19
18/10/2024	EFT-02446	Trident Signs WA Pty Ltd	Stickers for Recycling Signs	$ 121.00
18/10/2024	EFT-02446	Tutt Bryant Equipment WA	PL135 2000hr Service & Oil Leak Repair	$ 17,619.67
18/10/2024	EFT-02446	Tyrecycle P/L	Weekly Tyre Collections	$ 5,390.21
18/10/2024	EFT-02446	Vertical Telecoms Pty Ltd	Radio Tower Services for Microwave Link - Jul - Sept 24	$ 1,738.57
18/10/2024	EFT-02446	Wanneroo Glass	Glass Replacement RRF	$ 1,943.45
18/10/2024	EFT-02446	Waterchem Australia P/L	10 x 20L Drum EcoSorb - Landfilling	$ 14,630.00
18/10/2024	EFT-02446	Wren Oil	Disposal of Oil	$ 407.00
23/10/2024	EFT-02447	Department of Water & Environment Regulation	DEP Landfill Levy Jul - Sept 24	$ 3,660,124.20
25/10/2024	EFT-02448	Aptella Pty Ltd - (prov Position Partners)	Bomag Software Compaction Monitoring	$ 1,265.00
25/10/2024	EFT-02448	Australian Institute of Management	Supervisor & Leadership Courses	$ 6,972.00
25/10/2024	EFT-02448	Australia Post	Postage - Stamps	$ 6.75
25/10/2024	EFT-02448	Blackwoods & Atkins	Universal Stem Kit 60L-235L	$ 486.40
25/10/2024	EFT-02448	BOC Limited	Dissolved Acetylene & Gas Cylinders	$ 111.47

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Date	Document No.	Vendor Name	Description	Amount
25/10/2024	EFT-02448	BOQ Finance (Aust) Limited	Monthly Printer Rental	$ 421.53
25/10/2024	EFT-02448	City of Perth	TP Rates & Taxes 24/25	$ 2,164.29
25/10/2024	EFT-02448	City of Stirling	TP Lease - Oct 24	$ 29,569.46
25/10/2024	EFT-02448	David Moss Corporation P/L	Pressure Pipes	$ 10,175.17
25/10/2024	EFT-02448	EMRC	CCA Recycling	$ 696.50
25/10/2024	EFT-02448	Fennell Tyres International Pty Ltd	PL110 Fleet Service	$ 253.00
25/10/2024	EFT-02448	Flick Anticimex P/L	Pest Control	$ 351.97
25/10/2024	EFT-02448	GHD Pty Ltd	FOGO Consultancy Charges	$ 1,510.28
25/10/2024	EFT-02448	Herbert Smith Freehills	WIE Legal Fees	$ 10,848.92
25/10/2024	EFT-02448	Jack Auto Work	Refurbish & Programming Hand Held Radios (ICOM) & PL146 Repair	$ 2,951.13
25/10/2024	EFT-02448	Kyocera Document Solutions	Monthly Photocopy Printing Expenses	$ 485.39
25/10/2024	EFT-02448	Major Motors Pty Ltd	PL110 Service and Repair	$ 8,088.83
25/10/2024	EFT-02448	Pirtek (Malaga) Pty Ltd	PL134 Service and Maintenance	$ 1,305.56
25/10/2024	EFT-02448	PJ & JM Leonard Pty Ltd T/a Worldwide Joondalup	Business Cards	$ 150.00
25/10/2024	EFT-02448	Smart Waste Solutions Pty Ltd	EPS Baler Compressor Replacement	$ 738.09
25/10/2024	EFT-02448	Stream Pty Ltd	Realtime Media Monitoring 07 Oct 24 - 06 Jan 25	$ 5,843.50
25/10/2024	EFT-02448	Telstra	Mobile Usage & Service Charges Oct - Nov 24	$ 696.40
25/10/2024	EFT-02448	Total Green Recycling Pty Ltd	E-Waste Recycling	$ 2,934.51
25/10/2024	EFT-02448	Trident Signs WA Pty Ltd	Signs for Weighbridge and Transfer	$ 302.50
25/10/2024	EFT-02448	Tyrecycle P/L	Weekly Tyre Collections	$ 1,088.62
25/10/2024	EFT-02448	Winc Australia P/L	Stationery & Cleaning Supplies	$ 452.85
25/10/2024	EFT-02448	Wren Oil	Disposal of Oil	$ 363.00
31/10/2024	EFT-02449	Advanced Liquid Waste	Removal of Surface Water from Landfill	$ 1,188.00
31/10/2024	EFT-02449	Airwell Group Pty Ltd	Airwell Pumps Removal for Western Capping	$ 308.00
31/10/2024	EFT-02449	Alanco Newspaper & Magazine Delivery	Newspapar Delivery	$ 281.60
31/10/2024	EFT-02449	All 4 People Pty Ltd	Contract Labour Hire -Sept 24	$ 3,205.13
31/10/2024	EFT-02449	Blackwoods & Atkins	Battery Operated Pump	$ 137.70
31/10/2024	EFT-02449	Blue Diamond Machinery Pty Ltd	Generator/Compressor Trailer Hire	$ 2,335.43
31/10/2024	EFT-02449	Brooks Hire	Skidsteer Service and Repairs	$ 6,286.72
31/10/2024	EFT-02449	Bunnings	Tools & Materials for PL141 Car Boot & Workshop	$ 274.63
31/10/2024	EFT-02449	ChekRite Asia Pacific Pty Ltd	ChekRite Subscription	$ 907.50
31/10/2024	EFT-02449	City of Joondalup	TP Lease - Nov 24	$ 14,784.73
31/10/2024	EFT-02449	City of Vincent	TP Lease - Oct 24	$ 7,392.36
31/10/2024	EFT-02449	Eyewise Optical	Employee Benefits	$ 460.00
31/10/2024	EFT-02449	Fennell Tyres International Pty Ltd	PL83 Fleet Service	$ 924.00
31/10/2024	EFT-02449	FOI WA Services, Advice and Solutions	FOI Advice	$ 1,350.00
31/10/2024	EFT-02449	Freshwater Services Pty Ltd	Repairs to Ice Machine at Recycling Shop	$ 165.00
31/10/2024	EFT-02449	Gentronics	Welding Consumables	$ 1,356.80
31/10/2024	EFT-02449	Great Southern Fuel Supplies	Diesel Purchases	$ 10,935.30
31/10/2024	EFT-02449	Gutters Supa Klean	Gutter Maintenance	$ 3,730.00
31/10/2024	EFT-02449	Herbert Smith Freehills	FOGO Procurement Legal Fees	$ 5,347.64
31/10/2024	EFT-02449	Instant Products Group	Toilet hire, clean, restock	$ 251.50
31/10/2024	EFT-02449	Iron Mountain Australia Pty Ltd	Monthly Data Backup Service	$ 47.47
31/10/2024	EFT-02449	LGISWA	Annual Insurance	$ 250,016.34
31/10/2024	EFT-02449	MRP Pest Control	RRF Pest Control	$ 892.20
31/10/2024	EFT-02449	NAPA Parts	Air Operated Diaphragms & Fuel Filters	$ 3,174.34
31/10/2024	EFT-02449	Office National Canning Vale	Adjustable Corner Desk & Photocopier	$ 1,870.80
31/10/2024	EFT-02449	Olivers Lawn & Landscaping Pty Ltd	Lawn Mowing Services	$ 225.00
31/10/2024	EFT-02449	Paxon Consulting Group Pty Ltd	Consultancy - Void Space Financial Model	$ 242.00
31/10/2024	EFT-02449	ReadyTech Procurement Solutions Pty Ltd	CIMS Proj Mgmt & Impl. Training	$ 17,776.00
31/10/2024	EFT-02449	ReadyTech Procurement Solutions Pty Ltd	Contract Mgmt System Annual Subs Aug 24 - Aug 25	$ 36,300.00
31/10/2024	EFT-02449	S & L Engineering WA Pty Ltd	Air Compressor Service	$ 1,565.22
31/10/2024	EFT-02449	Security Specialists Australia Pty Ltd	Monthly Cash Collection	$ 186.73
31/10/2024	EFT-02449	Seton Australia Pty Ltd	Diplomat Safety Knives Cutters & Safety Parrot Knives	$ 149.05
31/10/2024	EFT-02449	SLR Consulting Australia Pty Ltd	Ground Water Management & Landfill Gas Monitoring	$ 20,373.38
31/10/2024	EFT-02449	Soft Landing	CoS On Demand Monthly Mattress Collection	$ 25,457.00
31/10/2024	EFT-02449	Soft Landing	CoS Balsatta Mattresses Collection	$ 30,030.00
31/10/2024	EFT-02449	Soft Landing	CoJ Mattresses	$ 24,004.12
31/10/2024	EFT-02449	Soft Landing	MRC Monthly Mattress Collection	$ 13,398.00
31/10/2024	EFT-02449	Specialized Cleaning Group Pty Ltd	Monthly Road Sweeping	$ 2,925.00
31/10/2024	EFT-02449	Sunhawk Pty Ltd	10 x Dustlig - Dust Suppression	$ 15,565.00
31/10/2024	EFT-02449	Super Choice Services Pty Ltd	Monthly Single Touch Payroll	$ 15.35
31/10/2024	EFT-02449	T & C Couriers	Monthly Courier Expenses	$ 70.95
31/10/2024	EFT-02449	Talis Consultants P/L	Landfill Consultancy Services	$ 21,525.36
31/10/2024	EFT-02449	The West Australian	NtPaper Online Subs Aug 24 - Aug 25	$ 1,820.00
31/10/2024	EFT-02449	Total Green Recycling Pty Ltd	E-Waste Recycling	$ 2,429.67
31/10/2024	EFT-02449	Town of Cambridge	TP Lease - Nov 24	$ 7,392.36
31/10/2024	EFT-02449	Town of Cambridge	TP Rates 23/24	$ 1,876.74
31/10/2024	EFT-02449	Town of Victoria Park	TP Lease - Oct 24	$ 7,392.36
31/10/2024	EFT-02449	Trade West Industrial Supplies	Safety Uniform & Equipment	$ 597.65
31/10/2024	EFT-02449	Tutt Bryant Equipment WA	PL135 Repaired Hydraulic Hose Leak	$ 1,033.59
31/10/2024	EFT-02449	Tyrecycle P/L	Weekly Tyre Collections	$ 2,634.11
31/10/2024	EFT-02449	Veolia Recycling & Recovery (Perth) Pty Ltd	Mixed Glass Bin Collection	$ 543.58
31/10/2024	EFT-02449	Veolia Recycling & Recovery Pty Ltd	Confidential Paper Bin Rental Charge	$ 167.43
31/10/2024	EFT-02449	Western Tree Recyclers	Greens Recycling - City of Joondalup	$ 3,851.63
31/10/2024	EFT-02449	Winc Australia P/L	Wipes, Mop Head, Optimal White Towels	$ 1,365.54
4/10/2024	55	Payroll	Staff Payroll	$ 135,321.13
18/10/2024	56	Payroll	Staff Payroll	$ 140,482.01
				$ 5,669,479.39

CBA Cheque No.	$ 1,959.20
Electronic Payments:	
DP-02473 to DP-02488 FSJ-1373	$ 2,502,243.91
Inter-Account Transfers	$ -
EFT-02463 to EFT-02469	$ 5,669,479.39
Grand Total	$ 8,113,673.50

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts which was submitted to each member of Council on 28 November 2024 has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendered services and as to prices, computations, costing and the amounts due for payment.

Schedule of Payments for October 2024
Council Meeting - 28 November 2024
CBA Credit Card

Date	Payment to	Description		Amount
27/09/2024	Bridgestone Select	PL153 Car Tyre	$	450.00
7/10/2024	Bridgestone Select	PL153 Puncture Repair	$	46.00
9/10/2024	Circum Wash	Car Wash	$	20.50
15/10/2024	APC Automation	Trafiic Lights at Transfer	$	1,035.37
	Total CBA Credit Card ending 7336		**$**	**1,551.87**
28/09/2024	ASIC	ASIC Report for new vendor application fee	$	20.00
30/09/2024	Coles	Staff Amenities	$	299.40
4/10/2024	Charity Greeting Cards	Greeting Cards	$	556.84
4/10/2024	Good Guys	RRF Office Equipment	$	370.00
8/10/2024	ASIC	ASIC Report for new vendor application fee	$	20.00
9/10/2024	ASIC	ASIC Report for new vendor application fee	$	20.00
11/10/2024	Harvey Norman	Office Cabinet	$	318.00
11/10/2024	Compton Carpentry	RRF Building Repair	$	2,612.50
15/10/2024	ASIC	ASIC Report for new vendor application fee	$	20.00
16/10/2024	Coles	Staff Amenities	$	222.65
19/10/2024	Who Gives A Crap	Toilet Rolls	$	264.00
21/10/2024	DNS Made Easy	DNS Subscription renewal	$	336.32
21/10/2024	CBA	Transaction fee	$	8.41
	Total CBA Credit Card ending 7977		**$**	**5,068.12**
	Total CBA Credit Card Payments		**$**	**6,619.99**

Schedule of Payments for October 2024
Council Meeting - 28 November 2024
Ampol Purchasing card

Date	Document No.	Description	Amount
6/09/2024	EFT-02446	Fuel	$ 126.21
15/09/2024	EFT-02446	Fuel	$ 95.22
22/09/2024	EFT-02446	Fuel	$ 102.02
	Total Ampol Card for Rego 9808		**$ 323.45**
6/09/2024	EFT-02446	Fuel	$ 141.25
19/09/2024	EFT-02446	Fuel	$ 132.53
28/09/2024	EFT-02446	Fuel	$ 114.23
	Total Ampol Card for Rego 1938		**$ 388.01**
	Total Ampol Purchase Card Payments		**$ 711.46**

Schedule of Payments for October 2024
Council Meeting - 28 November 2024
Bunnings Power Pass

Date	Document No.	Description	Amount
30/09/2024	EFT-02441	Pneumatic wheel. Disk grinder and supplies	$103.55
30/09/2024	EFT-02441	Paint Supplies and Cement Solvent	$19.08
	Total for Card ending 01614		**$ 122.63**
30/09/2024	EFT-02441	RRF Storage Containers	$ 152.00
	Total for Card Ending 60507		**$ 152.00**
Total Bunnings Power Pass Payments			**$ 274.63**

9.3	ANNUAL REPORT 2023/2024
File No:	GF-24-0000366
Attachment(s):	Attachment 1
Date:	15 November 2024
Responsible Officer:	Chief Executive Officer

BACKGROUND

The *Local Government Act 1995* (the Act) requires every local government to prepare an Annual Report for each financial year and to accept it prior to 31 December following the end of the financial year (section 5.53 and 5.54 of the Local Government Act 1995). The Act also specifies the contents required to be included in the Annual Report. If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than two months after the auditor's report becomes available.

The annual audit of the Mindarie Regional Council (MRC) Financial Statements has been completed for the financial year ended 30 June 2024.The primary objective of the audit, in accordance with the Auditor General Act 2006, is to express an opinion as to whether the MRC's Financial Statements as a whole are free from material misstatements and are prepared in accordance with the Local Government Act 1995 and the Australian Accounting Standards.

DETAIL

The Annual Report contains the Annual Financial Report of the MRC for 2024. The Financial Statements were presented to and noted by the Audit Committee on 20 November 2024 in accordance with the Terms of Reference for the Audit and Risk Committee. The Annual Financial Report for the financial year ended 30 June 2024 is now submitted to Council for acceptance. This includes the Statement of Financial Position, Statement of Changes in Equity, Statement of Comprehensive Income, Statement of Cash Flows, Statement of Financial Activity and notes to and forming part of the accounts. The Auditor, in accordance with the Local Government (Audit) Regulations 1996 Sections 10.2 and 10.3 is required to issue an independent audit report after the completion of the annual audit that expresses an opinion on the financial position and results of the operations of the local government for each financial year. Under S7.9 of the Local Government Act 1995, the auditor must prepare and sign a report on the financial audit and present the report to the Chairperson, the CEO and the Minister.

The MRC, in accordance with the Local Government (Financial Management) Regulations 1996 Section 51.1, is required to include in the Annual Financial Report a signed Statement of Declaration by the Chief Executive Officer after this report has been audited in

accordance with the Local Government Act 1995. This declaration is included in the Annual Report.

The OAG issued an unqualified report and expressed that in their opinion, the financial statements of the MRC gives a true and fair view of the financial position as at 30 June 2024 and complies with the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) and the Australian Accounting Standards.

The OAG did not issue a management letter for the 2024 interim audit. As part of final audit, the OAG issued a final management letter that contained one finding with a moderate risk rating. The finding related to evidence of preparation and authorisation of monthly balance sheet reconciliations. The process will be reviewed, updated and completed by December 2024.

The Audit and Risk Committee met on 20 November 2024 to consider the Financial Report for the year ended 30 June 2024 and have recommended that the Council accept the report.

At this meeting, the Committee asked if the Chairperson's foreword should be written by the Chairperson who is in office as at 30 June.

In response to this question, the Administration acknowledges that the Annual Report contains a copy of the annual financial statements, the Auditor General's report, payments to employees, councillors meeting statistics, the Strategic Community and Corporate Business Plans performance, all for the period ending 30 June 2024.

Historically the Annual Report has presented the Chairperson and CEO foreword and councillor biography's for those persons in office at the time the report is presented to council, not who was in office as at 30 June. This enables the Chairperson to thank outgoing councillors for their contribution to the past year, welcome new members and provide a strategic vision for the future.

In response to the question raised at the Committee meeting, MRC sought advice from WALGA, who confirmed that there is no legislation or regulation that governs this practice.

A copy of the Annual Report, including the Financial Report, is included at ***Attachment 1.***

STATUTORY ENVIRONMENT
Local Government Act 1995
Local Government (Financial Management) Regulations
Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS
Nil

FINANCIAL IMPLICATIONS
The MRC's net result for the financial year ended 30 June 2024 is $6,676,564. Having taken into account $5,911,407 of net transfer to reserves, the accumulated losses reduced to $29,128,650.

STATUTORY IMPLICATIONS
The Annual Report for the MRC has been prepared in accordance with the with section 5.53 of the Local Government Act (LGA) 1995 which outlines the specific information to be included in the report. The Annual Report is to be accepted by the local government no later than 31 December after that financial year in accordance with section 5.54 of the LGA 1995.

The Annual Financial Statements have been prepared in accordance with the LGA Act 1995, the Local Government (Financial Management) Regulations 1996, the Australian Accounting Standards (including the Australian Accounting Interpretations) and the International Financial Reporting Standards.
The annual financial report is to be audited by the local government's auditors in accordance with the Local Government (Audit) Regulations 1996 Sec 7.9.

Sec 5.55A of the LGA require the CEO to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

VOTING REQUIREMENT
Absolute Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. **Notes the recommendation of the Audit and Risk Committee meeting held on 20 November 2024 to accept the Financial Report for the year ended 30 June 2024; and**
2. **Accept the Annual Report for the year ended 30 June 2024, which includes the Financial Report detailed in point 1 above.**

Moved Cr Wright, seconded Cr Ferrante

PROPOSED AMENDMENT
Moved Cr Vernon, Seconded Cr Fishwick

That point 2 of the recommendation be amended to add the following words at the end:

"subject to the following amendments to the elected member information on pages 5 to 7:

(a) the Chairperson's foreword be provided by Cr Paul Miles as Chairperson for the reporting period 2023/2024;
(b) remove the titles of Chairperson and Deputy Chairperson from the biographical information for Cr Stephanie Proud and Cr Karen Vernon as they did not hold those roles during the reporting period;
(c) insert the title of Chairperson for Cr Paul Miles;
(d) insert biographical information for Cr Keri Shannon who was a Councillor during the reporting period;
(e) insert the title of Deputy Chairperson for Cr Keri Shannon for the period July to October 2023;
(f) insert the title of Deputy Chairperson for Cr Stephanie Proud JP for the period November 2023 to June 2024;
(g) insert the biographical information for Cr Albert Jacob who was a Councillor during the reporting period;
(h) remove the biographical information for Cr Russ Fishwick who was not a Councillor during the reporting period."

Reasons:

The *Local Government Act 1995* requires every local government to prepare an annual report for each financial year. The clear intent is that the Annual Report will contain the accurate details of the local government for the particular reporting period and not details relating to other financial years. The details include the specific information identified in the Act and the Regulations such as the names and details of those elected officeholders for the local government, together with its relevant projects, activities and financial information. In this case the reporting period is 2023/2024.

The reason for this amendment is that:

(a) unless the councillor who held the position of Chairperson in the reporting period is no longer a councillor of MRC or unable to prepare the Chairperson's report, that person should author the Chairperson's Report;
(b) the Annual Report should only contain the details of those persons who held the roles of Chairperson, Deputy Chairperson and Councillors during the reporting period of 2023/2024;
(c) for the financial year 2023/2024:
    - Cr Paul Miles was the Chairperson;
    - Cr Keri Shannon was the Deputy Chairperson from July to October 2023;

- Cr Stephanie Proud was the Deputy Chairperson from November 2023 to June 2024;
- Cr Albert Jacob was a councillor;
- Cr Keri Shannon was a councillor;
- Cr Russ Fishwick was not a councillor.

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

Substantive Motion, as amended

1. **Notes the recommendation of the Audit and Risk Committee meeting held on 20 November 2024 to accept the Financial Report for the year ended 30 June 2024; and**
2. **Accept the Annual Report for the year ended 30 June 2024, which includes the Financial Report detailed in point 1 above, subject to the following amendments to the elected member information on pages 5 to 7:**
   - **(a) the Chairperson's foreword be provided by Cr Paul Miles as Chairperson for the reporting period 2023/2024;**
   - **(b) remove the titles of Chairperson and Deputy Chairperson from the biographical information for Cr Stephanie Proud and Cr Karen Vernon as they did not hold those roles during the reporting period;**
   - **(c) insert the title of Chairperson for Cr Paul Miles;**
   - **(d) insert biographical information for Cr Keri Shannon who was a Councillor during the reporting period;**
   - **(e) insert the title of Deputy Chairperson for Cr Keri Shannon for the period July to October 2023;**
   - **(f) insert the title of Deputy Chairperson for Cr Stephanie Proud JP for the period November 2023 to June 2024;**
   - **(g) insert the biographical information for Cr Albert Jacob who was a Councillor during the reporting period;**
   - **(h) remove the biographical information for Cr Russ Fishwick who was not a Councillor during the reporting period."**

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

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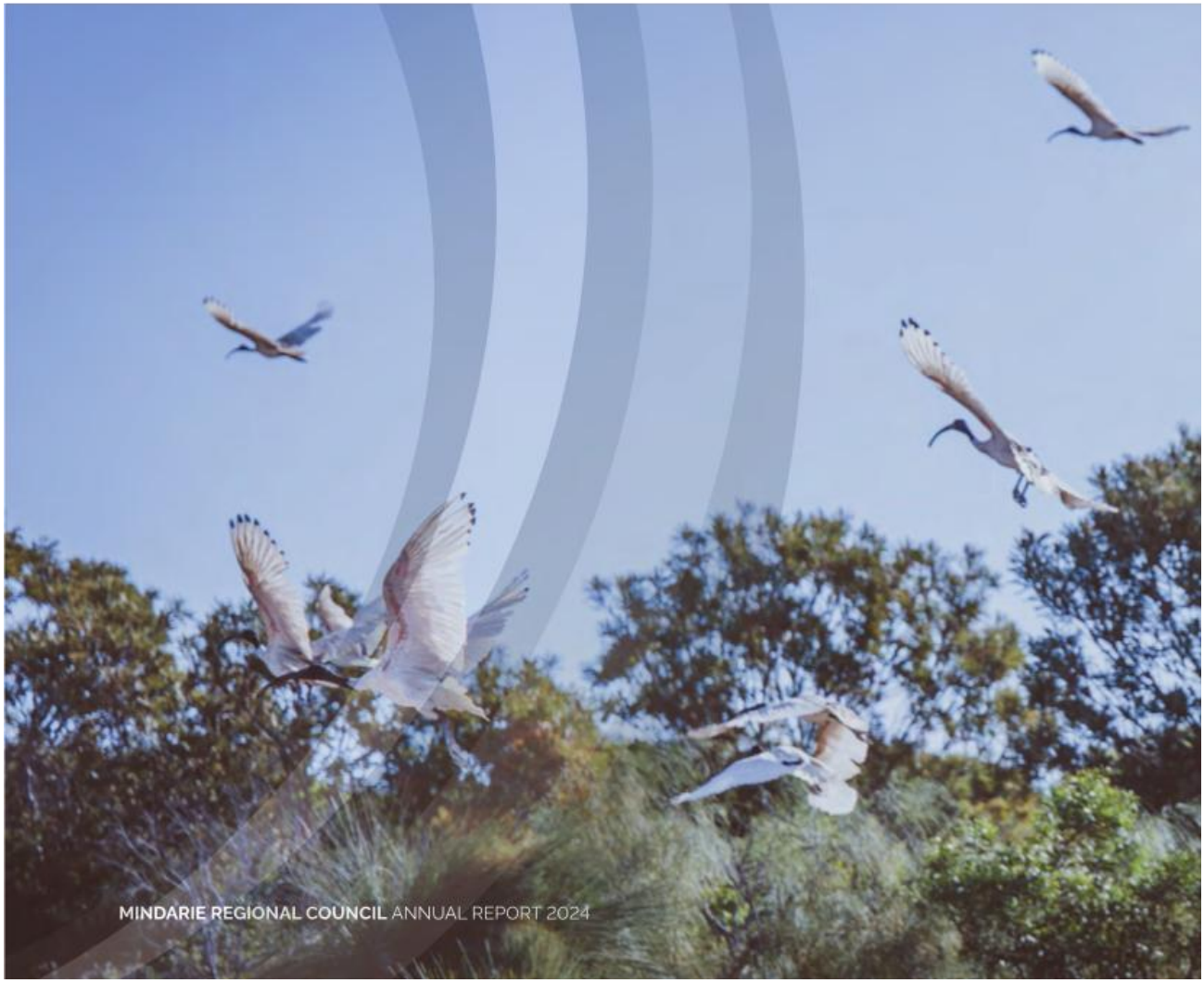
MINDARIE
REGIONAL
COUNCIL
Annual Report
2024
mrc.wa.gov.au

Acknowledgement of Country

Mindarie Regional Council acknowledges the continuing connection of Aboriginal people to Country, culture and community. We embrace the vast Aboriginal cultural diversity throughout Western Australia, including the Whadjuk Noongar People where Mindarie Regional Council is located, and we acknowledge and pay respect to Elders past and present.



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City of Wanneroo
City of Joondalup
City of Stirling
Town of Cambridge
City of Vincent
City of Perth
Town of Victoria Park
Our Vision
Collaborating for a regional Circular Economy
Our Mission
To deliver sustainable waste management options for members
Our Values
Teamwork: Is how we achieve
Innovation: Is how we create
Positive: Is what we are

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Chairperson's Foreword

TEXT TO COME

CEO's Foreword

TEXT TO COME

Cr Stephanie Proud JP (Chairperson)
City of Stirling

Councillor Proud has owned and operated a small business since 1989 and has enjoyed a diverse administrative career path in small, medium and corporate business enterprises as well as the local government sector. Cr Proud has resided in the City of Stirling with her family since 1993 and represented the local community on various issues through various community organisations, schools and local action and reference groups. Cr Proud has been a past member of the Murdoch University Animal Ethics Committee and more recently as a RACWA Councillor. She is an active Justice of the Peace.

Cr Karen Vernon (Deputy Chairperson)
Town of Victoria Park

Councillor Karen Vernon was elected as a councillor for the Town of Victoria Park in 2017, and as Mayor in 2019. She is a Senior Barrister with more than 25 years' experience working in the legal profession - including as a law firm partner and government prosecutor. Cr Vernon also has more than 10 years as a company director and board member in the private and not for profit sectors. She is a graduate of the Australian Institute of Company Directors and and Fellow of the Governance Institute of Australia.

Cr Gary Mack
Town of Cambridge

Councillor Gary Mack served as a Wembley Ward Councillor from 19 October 2019 to 21 October 2023 when he was elected Mayor in the 2023 Ordinary Local Government Elections. He is an experienced lawyer and mediator by profession.

Cr Christopher May
City of Joondalup

Councillor Christopher May was elected as councillor for the City of Joondalup in 2021. Cr May has a proven track record backing his community - delivering real, positive outcomes locally. A finance professional, he identifies and eliminates wasteful expenditure. A lifetime local who serves on school boards in Kallaroo and Craigie, volunteers in Yellagonga Regional Park and is employed in commercial banking.

Cr Russ Fishwick JP
City of Joondalup

Councillor Fishwick was elected to the City of Joondalup in 2006; and as Deputy Mayor in 2007, 2016 and 2019. He served as Deputy Chair of MRC for two years and as Chair for nine years. He was appointed to the WA Local Government Advisory Board in 2016. He has more than 40 years of experience in five local governments at a senior level, including as Executive Manager Governance at the Town of Victoria Park where he was Acting CEO before his retirement. He holds university post graduate qualifications in business and management and has a long affinity with surf lifesaving and is currently a Senior Assessor for Surf Life Saving WA..

Cr Andrea Creado
City of Stirling

Councillor Andrea Creado was elected to council in October 2021 and her priorities are increasing services for seniors, people with disabilities and other vulnerable groups; improving community safety, improving local parks and amenities and advocating for good environmental practices. Cr Creado holds a Master's Degree in Human Development, Bachelor of Psychology, Bachelor of Arts with Honours in Psychology and is a Fellow of the Australian Institute of Management along with additional training in governance and resource and personnel management.

Cr Joe Ferrante
City of Stirling

Councillor Joe Ferrante was elected as councillor for the City of Stirling in 2011, he has lived in the City of Stirling for over 50 years, growing up in Tuart Hill and its surrounding suburbs. Over the last 14 years, Cr Ferrante and his family have been residents of Mount Lawley and Menora. Cr Ferrante works with a global logistics provider as a national sales executive managing international companies. Cr Ferrante has particular interests in community safety, heritage protection and preservation of green open spaces.

Cr Chris Hatton
City of Stirling

Councillor Chris Hatton was elected as councillor for the City of Stirling in 2019, he and his family have lived in Stirling for over 30 years, in the Hamersley Ward. He has a strong belief in keeping suburbs safe, vibrant and family friendly. Cr Hatton is a local school teacher and a Board Member of Balcatta Senior High School. He is also a former State Member of Parliament and a former Board Member of the Constable Care Child Safety Foundation. He believes in working for community and ensuring that Council spends wisely on essential services and infrastructure.

Cr Liam Gobbert
City of Perth

Councillor Liam Gobbert was elected for the City of Perth in 2020, he has over 10 years local government experience. He was a councillor for the City of Joondalup for 8 years including a year as deputy mayor. A project support officer at the Public Transport Authority, a Justice of the Peace and a qualified town planner.

Cr Alex Castle
City of Vincent

Councillor Alex Castle is a long-term resident, with a background in law, governance and communication. Cr Castle has been a City of Vincent Councillor since 2017 and Deputy Mayor since 2023. As a regular volunteer, serving on school and local committees and Boards, she is deeply committed to supporting the community. Cr Castle is passionate about greening in our neighbourhoods and efficient and sustainable management of our waste.

Cr Jordan Wright
City of Wanneroo

Councillor Jordan Wright was elected as Councillor for City of Wanneroo in 2021. Cr Wright is a highly experienced professional with a diverse background spanning the hospitality, tourism and government sectors. He holds a Bachelor of Commerce from Edith Cowan University, is a graduate of the Company Directors Course, and is a member of the Australian Institute of Company Directors. A recent graduate of the Diploma of Local Government- Elected Member his dedication to the community is further demonstrated by his service as a school board member at multiple local schools.

Cr Paul Miles
City of Wanneroo

Councillor Paul Miles was first elected to the Council in 2007. Then in 2008, Cr Miles was elected as a State Member of Parliament for the electorate of Wanneroo. In 2016, he was appointed Minister for Local Government; Communities; Youth; Seniors; Volunteering and Cemeteries. Following his time as Wanneroo MLA and Minister for Western Australia, Cr Miles was re-elected to Council in October 2017.

Mindarie Regional Council

Mindarie Regional Council (MRC) is a regional local government which was constituted under the Local Government Act 1960 (LG Act 1960) in 1987.

In 1981, the cities of Perth and Stirling, along with what was then the Shire of Wanneroo, jointly acquired 432 hectares of land in Mindarie to serve as a suitable site for the development of a landfill.

MRC was established as the vehicle which would manage the disposal of waste from these member councils and approval for the development of a landfill and associated infrastructure on 251 hectares of the total land was received from the Environmental Protection Authority (EPA) in 1990.

That 251 hectares on Marmion Avenue – later named 'Tamala Park' – would be leased to MRC at that time and the new landfill began receiving waste from the City of Perth and Shire of Wanneroo in 1991.

Following a restructure of the City of Perth, the towns of Cambridge, Victoria Park and City of Vincent began disposing waste in 1996, while the cities of Stirling and Joondalup began disposing of waste in 1999.

Attendance at Council Meetings (financial year 2023/24)

The following table details the type and number of meetings held during 2023/24 financial year *(01 July 23 - 30 June 24)* and the attendance record of each Council Member.

Elected Members	Ordinary Council	Special Council
No. of Meetings Held	**8**	**1**
Cr Castle	8	1
Cr Creado (appointed November 23)	5	1
Cr Cvitan JP (end term October 23)	2	-
Cr Ferrante	7	1
Cr Gobbert JP	7	1
Cr Hatton	8	1
Cr Mack (appointed November 23)	3	1
Cr Jacob JP	6	1
Cr May	7	1
Cr Miles	7	1
Cr Proud JP (appointed November 23)	6	1
Cr Re (end term October 23)	2	-
Cr Shannon (end term October 23)	1	-
Cr Thornton (end term October 23)	2	-
Cr Vernon	5	1
Cr Wright (appointed November 23)	5	1
Cr Cutler (alternate)	3	-
Cr Dudek (alternate)	2	-
Cr Hill (alternate)	1	-
Cr Smith (alternate)	1	-

Council Decisions

Mindarie Regional Council (MRC) recognises the importance of being transparent and accountable.

All council meetings are open to the public – except where sensitive or confidential matters are being considered. Recommendations are submitted by the Administration to the Council at its ordinary or special meetings.

Agendas and minutes for these meetings are made publicly available on the MRC website (mrc.wa.gov.au).

Committees and Working Groups

Section 5.8 of the Local Government Act enables councils to form committees to assist with its functions. Committee members can include council members, employees and members of the public in a variety of combinations. Committees can operate with council-delegated decision-making powers or solely on an advisory basis. Committees and working groups are established as required to consider and provide advice to the council on a number of issues.

The terms of reference and membership of each committee is determined by the council. Where the terms of reference for the committee or working group provide for membership by community members, nominations are sought through an open expression of interest process. All expressions of interest are reviewed by the council administration and a report is prepared for the council for appointment of the recommended nominees. Members of advisory committees are drawn from both the council and the community.

This gives the community a significant opportunity to provide input into the council's decision-making meeting process. Short-term advisory committees (sometimes called 'working groups' or 'ad-hoc groups') are a group of experts working together for a particular purpose and are disbanded when that purpose is achieved.

The decisions or recommendations of committees and working groups have no legal standing unless they are adopted by the council at a formal meeting. The council is not bound to accept a recommendation of an advisory committee.

Mindarie Regional Council currently has two committees and one advisory group that require councillor membership as follows:

- Audit and Risk Committee
- Chief Executive Officer's Recruitment and Performance Review Committee
- Municipal Waste Advisory Council (established as part of the MRC's commitment to the Western Australia Local Government Association membership)

Committee	Member	Purpose
Audit and Risk Committee.	Cr Hatton, Cr Ferrante and Cr Miles.	To support the Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management, internal and external audit functions and ethical accountability.
Chief Executive Officer's Recruitment and Performance Review Committee (CEO R&PRC).	Cr Jacob (until Oct-24), Cr Gobbert, Cr Mack, Cr Miles and Cr Wright.	To review annually the performance of the CEO against pre-set performance measures and setting of measure for the next year. The extension of the CEO contract and or the process of recruitment.
Municipal Waste Advisory Council (MWAC).	Cr Gobbert and Cr Vernon as deputy member.	To assist the MWAC to encourage and promote economically sound, environmentally safe waste management practices and to ensure that the shared interest of all WA Local Governments, as they relate to waste management, are effectively managed.

Attendance at Committee Meetings

The following table details the number of – and type of – meetings held during 2023/24. It also details the attendance record of each council member for those meetings:.

Elected Members	Audit/Risk Committee	CEO R&PRC	MWAC
No. Meetings	**2**	**1**	**6**
Cr Vernon	-	1	1
Cr Cvitan	-	1	-
Cr Miles	1	-	2
Cr Hatton	2	1	-
Cr Jacob	-	1	-
Cr Ferrante	2	-	-
Cr Castle	-	1	-

Council Members Remunerations

Elected members are remunerated in accordance with the current determination of the *Salaries and Allowances Tribunal* under the *Salaries and Allowances Act 1975*. Mindarie Regional Council is classified as Band 3 local government for the purposes of Salaries and Allowances Act 1975 and has determined that it will remunerate its elected members as follows:

- Annual attendance fees in lieu of council meeting, committee meetings and prescribed meeting fees
- Annual allowances for Chairperson and Deputy Chairperson
- Annual allowance for information and communication technology in lieu of reimbursement of expenses
- Other expenses to be reimbursed for travel, childcare or other relevant expenses will be paid on receipt of sufficient information verifying expense incurred

Council has adopted an *Annual Fees Allowances and Expenses for Councillors Policy* which sets out the entitlements available to elected members and states that MRC will pay the maximum amount within the range set by the Salaries and Allowances Tribunal.

Details of elected member remuneration, including conference and training expenses are contained in the notes to and form part of the financial report (*note 21 related parties transactions*).

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The Executive Management and Services

Scott Cairns
Chief Executive Officer

Adnana Arapovic
Executive Manager Corporate Service

- Administration
- Financial Services
- Asset Management
- Customer Service
- Information Technology

Executive Manager Operations (Position vacant)

- Building Maintenance
- Environmental Management
- Landfill Management
- Plant and Equipment Management
- Waste Management

Office of the CEO

- Communications
- Governance
- Human Resource
- Projects and Procurement
- Records Management
- Risk Management
- Strategic Planning
- Work Health and Safety

Our Employees

Employee Performance

Employee performance appraisals are conducted on an annual basis, as required by the Local Government Act 1995.

The process aim to:

- assess an employee's performance as it relates to his/her substantive position;
- strengthen constructive communication between management and employees;
- monitor changes in individual responsibilities;
- determine annual training and development requirements;
- review previous commitments agreed in previous reviews;
- set individual specific goals and targets for the forthcoming year;
- provide constructive impersonal feedback on relevant job performance and objective outcomes; and
- provide input to the employee classification review and to reward any exceptional performance.

Learning and Development

MRC's training program provides employees with access to development opportunities which meet the needs of the individual and build greater capability within the organisation. Development opportunities for eligible employees include, but are not limited to:

- individual learning and development plans;
- a study assistance program;
- a leadership workshop; and
- workshops and conferences to upskill, increase knowledge and keep abreast of changes, developments and innovations in their related field.

Health and Wellbeing Programs

MRC offers programs which contribute to employee health and wellbeing. These include, but are not limited to:

- an employee assistance program;
- flu vaccinations;
- skin cancer screening; and
- wellbeing education and assistance programs.

Employee Awards and Recognition

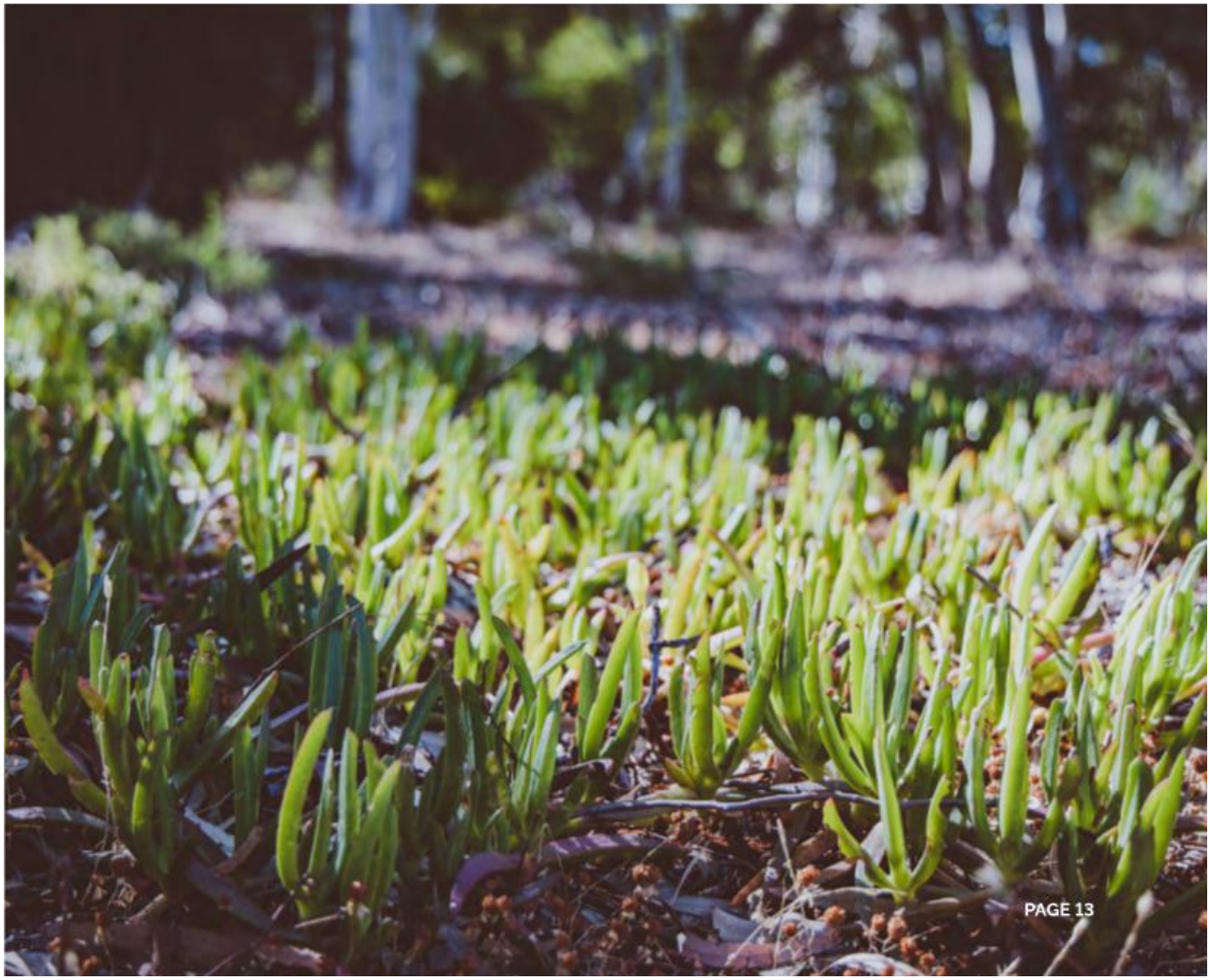
The MRC acknowledges its employees through a range of award programs which recognise outstanding and consistent achievement, innovation, safety initiatives, service milestones and demonstration of the MRC's values.

Record Keeping

MRC reviewed its Recordkeeping Plan in February 2023 in accordance with the *State Records Act 2000*. It was subsequently endorsed by *State Records Commission* in May 2023.

The plan is the primary means of compliance with current legislation in Western Australia and of best practice in record keeping processes at MRC. All staff undergo record keeping training when they join the MRC and subsequently attend refresher courses periodically. The training helps the employees understand their record management responsibilities both from an organisational and legislative point of view. Elected members also receive an annual reminder as to their records management compliance obligations.

Performance indicators	2023/2024	2022/2023
Number of new files created	348	328
Number of documents registered	16642	12828
Number of Freedom of Information applications received	0	0
Response time for Freedom of Information applications (average number of days)	0	0



Disability Access and Inclusion Plan 2024

The MRC is committed to ensuring that the community is accessible and inclusive for people with disability, their families and carers and other members of the community who have access considerations.

In 2023/24 the MRC reviewed its 2016 DAIP finding it had achieved its initiatives and that a new plan was required, to ensure currency and relevance.

During stakeholder consultation new initiatives were identified, these initiatives informed the development of strategies in the 2023 DAIP.

The MRC is committed to achieving the seven desired outcomes of our Disability Access and Inclusion Plan 2023 which are:

1.	People with disability have the same opportunities as other people to access the **services** of, and any **events** organised by, the MRC.
2.	People with disability have the same opportunities as other people to access the **buildings** and other **facilities** of the MRC.
3.	People with disability receive **information** from the MRC in a format that will enable them to access the information as readily as other people are able to access it.
4.	People with disability receive the same level and quality of service from the staff and contractors of the MRC as other people receive from the MRC.
5.	People with disability have the same opportunities as other people to make **complaints** to the MRC.
6.	People with disability have the same opportunities as other people to participate in any **public consultations** by the MRC.
7.	People with disability have the same opportunities as other people to obtain and maintain **employment** with the MRC.

It is our intention to deliver facilities, services and events that are open, available and accessible to the whole community, regardless of ability, ethnicity, gender, age or any other perceived difference.

This Disability Access and Inclusion Plan 2023 demonstrates our commitment to furthering the principles and meeting the objectives of the Disability Services Act 1993.

The MRC's first DAIP plan was implemented in 2006 to address barriers for people with disability as per our statutory requirements under the Disability Services Act (1993). Since the adoption of the initial DAIP, the MRC has implemented several initiatives and made progress towards better access.

Items Progressed Since 2022 Under the DAIP

- The MRC entered into an agreement with Workpower for the delivery of a NDIS assisted living program. On a portion of the site that includes the caretakers house and surrounding yard areas.
- The MRC invited feedback from people with disability, their families and carers, disability service providers and community members and groups to provide comment on previously unidentified access issues or ongoing access issues to help inform the new five-year Disability Access and Inclusion plan.
- Installation of a roof cover at the MRC Reuse Shop Outdoor areas for people in wheelchairs to work under cover.
- Upgrade signage across site to Large Print were required.

Integrated Planning and Reporting

Integrated Planning and Reporting (IPR) provides local government with a framework for translating member community aspirations and priorities into operational objectives of Mindarie Regional Council (MRC).

The core components of the IPR are the Strategic Community Plan, Corporate Business Plan, along with informing documents including the Long-Term Financial Plan, Asset Management Plan and Workforce Plan.

The diagram below depicts how the IPR is applied at MRC which is used to guide our planning processes.

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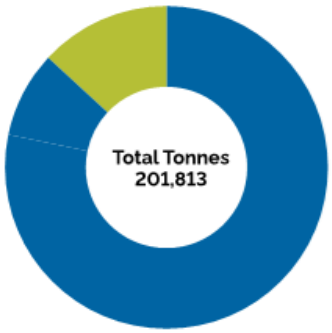
Strategic Community Plan

The *Strategic Community Plan 2023-2032* guides the future direction of MRC and its member council communities. MRC's long-term strategic direction expresses our member's vision for the future, together with strategies to deliver agreed outcomes.

Financial Overview

Tonnes by source

	tonnes
Members' waste	175,528
Casuals / Trade Waste	26,285
Total Tonnes	**201,813**

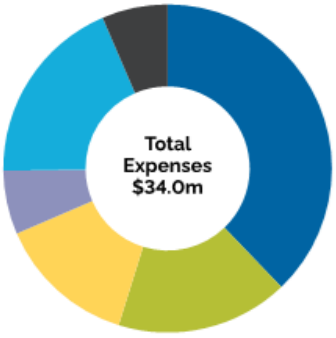


Other revenue by source

	$m
Gas generation	0.6
Re-imbursements/grants	4.7
Interest earnings	3.1
Other revenue	0.3
Total other revenue	**8.7**

Expenses by class

	$m
DWER Landfill Levy	12.8
Employee costs	5.7
Materials & contracts	4.6
Amortisation	2.1
Depreciation	6.3
Other expenses	2.5
Total expenses	**34.0**



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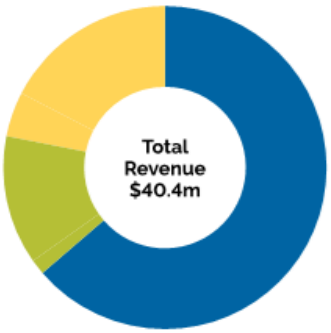
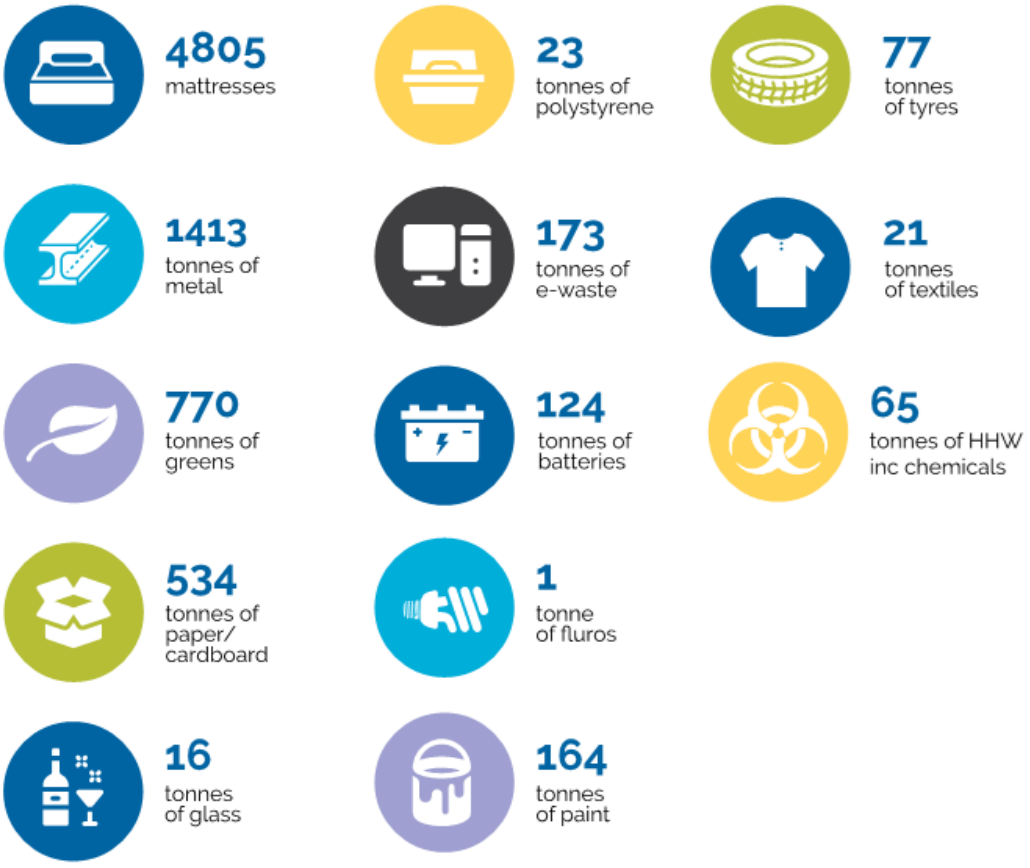
Revenue by source

	$m
Members' waste	26.5
Non-members	5.2
Other revenue	8.7
Total revenue	**40.4**



Diversion from landfill



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Payments to Employees

Regulation 19B of the Local Government (Administration) Regulations 1996 requires the MRC to include the following information in the Annual Report:

- Number of employees entitled to an annual salary of $130,000 or more.
- Number of those employees with an annual salary entitlement that falls within each band of the $10,000 over $130,000.

The following table is based on the amount each employee actually received over the period of this Annual Report, whether employed for a full year or not, and includes the following:

- Allowances for motor vehicle
- Annual cash component
- Cash-out of leave (either on request or termination)
- Higher duties (where applicable)
- Novated lease refunds (at conclusion of lease)
- Overtime payments
- Salary sacrifice
- Statutory 11% superannuation, plus MRC's matching contributions to additional superannuation (where applicable)
- Termination payments.

Salary Band ($)	No. of Employees
130,000 - 139,999	5
140,000 - 149,999	7
150,000 - 159,999	-
160,000 - 169,999	-
170,000 - 179,999	-
180,000 - 189,000	1
190,000 - 199,000	-
200,000 - 209,000	-
210,000 - 219,000	1
220,000 - 229,000	1
230,000 - 239,000	-
240,000 - 249,000	-
250,000 - 259,000	1

Remuneration paid to the Chief Executive Officer

The total remuneration paid to the Chief Executive Officer, inclusive of superannuation is $259,634.

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REUSE SHOP
Second-hand items for sale
WEIGHBRIDGE
General disposal to landfill, fees apply
FREE DROP OFF
Don't send these items to landfill!
CARDBOARD
HOUSEHOLD HAZARDOUS WASTE
HOUSEHOLD GOODS
CONTAINERS
Glass & aluminium
WHITE POLYSTYRENE
E-WASTE
METAL
WHITEGOODS
We will reuse, recycle and recover these items and dispose of toxic items appropriately.
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Strategic Community Plan - Performance

In Progress - on track | In Progress - belated | Not Commenced | Scheduled for 2024/25

Objective 1: Deliver best practice services	
Operate waste management activities effectively	Landfill processes are reviewed at least quarterly to ensure compliance with licence conditions and to enhance the delivery of services. The project to cap the now full western portion of the landfill has commenced with completion expected early 2025. An Odour Management Key Stakeholder Working Group is in place to assess odour issues and coordinate landfill activities accordingly. Communication with the community relating to odours is actioned daily. The Department of Water Environment and Regulations (DWER) is working with MRC on strategies to reduce odour emissions from the Tamala Park facility. The Critical Infrastructure Plan (CIP) includes options that it is hoped will positively impact the landfill's odour profile.
Utilise the best practice waste diversion and resource recovery solutions	Operations are continually reviewed and industry memberships are maintained to ensure that MRC's practices remain contemporary and in alignment with best practice. A contract has been award to construct an E-waste Shed for storage and collection of E-Waste in alignment with the State Waste Strategy, contruction expected to be completed by mid-2025. Improvements in landfilling methodologies and practices have been implemented during the year which have increased compaction rate and therefore landfill airspace utilisation.
Maintain responsive business practices and systems	The Tamala Park weighbridge facility management software will receive an upgrade towards the end of 2024 to ensure the continuity of current services and improve reporting and identification of waste product and diversion. A project management framework has been implemented to provide improved governance and compliance in the procurement of services. A contractor management system is being implemented to provide better control of contractors and compliance with regulations, due in 2024.
Promote the organisation's profile with external stakeholders	MRC maintains good relationships with waste industry experts and holds membership with numerous recognised organisations. MRC officer representation is maintained on the following bodies: Green Deal Alliance, WALGA Waste Management Advisory Council and Officers Advisory Group, Department of Water and Environmental Regulation's FOGO Working Group, Waste Management and Resource Recovery Association of Australia's (WMRR) WA Branch. A Communications Specialist has been appointed to support the MRC and its stakeholders in its communication and media presence capabilities.
Enhance organisational environmental sustainability	An environmental impact report and action plan is scheduled for 24/25.

Objective 2: Position MRC to provide world class waste management options	
Identify and access infrastructure for the resource recovery of member councils' materials in alignment with the state waste strategy	On 26 September 2024 the MRC Council resolved to finalise an agreement with a preferred tenderer for the disposal of member councils' residual waste in an energy recovery facility. The first delivery of municipal waste is expected to be delivered upon the commencement of operations at the new facility. On 26 September 2024 the MRC Council approved negotiations with a preferred supplier to provide the member councils with a Food Organics and Garden Organics (FOGO) solution. A contract is expected to be agreed in 2025.
Build the circular economy within the district	MRC continues to advocate through the Green Deal Alliance for the development of a FOGO product market, to promote opportunities for the development of the necessary FOGO infrastructure required to allow its member councils to comply with the Waste Avoidance and Resource Recovery Strategy 2030. MRC is an active participant of the WMRR WA Branch who acts as an advocate on behalf of the waste industry to support circular economy objectives. Investigations are underway to provide options for the potential redesign of the Tamala Park site's Transfer Station to accommodate alternative revenue generating opportunities in a small materials recycling facility, expected to be completed by June 2025.
Maximise use of MRC's assets and technical capabilities	The actions highlighted in the draft Tamala Park Critical Infrastructure Plan will assist administration in the development of a Post Closure Management Plan, expected mid to late 2025.

Objective 3: Deliver best practice governance process and structures	
Maintain efficient and equitable governance	The development of a new Establishment Agreement is pending the current contract negotiations for the FOGO processing solution.
Ensure responsible use of organisational resources	MRC's integrated planning framework, audit programs, policy documents, risk management systems and Corporate Business Plan (CBP) reporting are all in place and on track. A new procurement management framework has been implemented and a new contractor management system is due for implementation towards the end of 2024.
Retain financial sustainability with a commercial focus	MRC's Long Term Financial Plan was reviewed and endorsed by council 27/06/2024. With the adoption of the Strategic Corporate Plan and CBP, alternative revenue generating opportunities will be considered in the following period with a plan to support greener supply chains.

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Corporate Business Plan - Performance

Completed | In Progress - on track | In Progress - belated | Not Commenced | Scheduled for 2024/25

Key Actions	
1.1	**Operate waste management activities effectively**
1.1.1	Operate activities in line with licence conditions, as a minimum
	· Review landfill cell fill sequence plans quarterly, reported annual basis
	· Review Surface Water Management Plans quarterly, reported annual basis
	· Review fit for purpose landfill leachate management plans quarterly, reported annual basis
	· Establish an Odour Management Key Stakeholder (OMKS) working group.
1.1.2	Ensure infrastructure meets future needs and invest in emerging technologies
	· Establishment of a fit for purpose Strategic Fleet Management Plan (SFMP), solution
1.2	**Utilise the best practice waste diversion and resource recovery solutions**
1.2.1	Continually assess solutions used
	· Investigated opportunities to increase landfill airspace utilisation
	· Identify and access the highest resource recovery solutions for member councils key waste streams
	· Identify and develop processes and procedures to improve waste to landfill diversion rates
	· Implement a quarterly fleet and plant utilisation and maintenance reporting system
	· Monitor and continuously update quarterly fleet and plant utilisation and maintenance reports
	· Develop internal systems, which are consistent with the WA Government Fleet Policy and Guidelines, to document MRC's fleet related procedures and practices
1.3	**Maintain responsive business practices and systems**
1.3.1	Evaluate the effectiveness of systems and procedures in light of changing business requirements
	· Review market options for a facility management software system which integrates with Weighbridge functions
	· Implementation a facility management software system which integrates with Weighbridge functions
1.3.2	Ensure quality value proposition for members
	· Establish members key metrics for Tamala Park services.
	· Survey members views on Tamala Park services and develop recommendations report
1.4	**Promote the organisation's profile with external stakeholders**
1.4.1	Engage through formal industry memberships
	· Maintain relevant industry memberships to keep up with the trends in Waste Management
1.4.2	Broaden the MRC's wider industry profile through collaboration and partnership
	· Actively participate in the wider industry committees, advisory groups, workshops and seminars
	· Promote MRC and member council waste achievements / key activities / website links
	· Promote state waste reduction initiatives
1.4.3	Neighbourhood stakeholder engagement
	· Establish an Neighbourhood stakeholder communication plan
1.5	**Enhance organisational environmental sustainability**
1.5.1	Measure the MRC's environmental impact including carbon footprint
	· Develop report on the MRC's environmental impact and provide recommendation for improvement
1.5.2	Develop an implementation action plan to reduce the MRC's environmental impact
	· Develop an environmental sustainability action plan
1.5.3	Allocate budget to address implementation plan
	· Deliver environmental sustainable recommendations endorsed by Council

Corporate Business Plan - Performance

Completed | In Progress - on track | In Progress - belated | Not Commenced | Scheduled for 2024/25

Key Actions	
2.1	**Identify and access infrastructure for the resource recovery of member councils' materials in alignment with the state waste strategy**
2.1.1	Assess processing facilities within the district for the following streams (FOGO, Residual Waste, and Commingled Recyclables)
	· Research and identify alternative waste processing opportunities within the district
2.1.2	Deliver opportunities above, as resolved by Council
	· Deliver recommendations endorsed by Council
2.2	**Build the circular economy within the district**
2.2.1	Investigate potential and feasibility of other revenue generating resource recovery facilities within the district (Tamala Park, MRC Neerabup site, etc.)
	· Develop a waste resource flow model for MRC and its member councils
	· Develop Circular Economy Options Report for Tamala Park
	· Develop Circular Economy Options Report for Neerabup Site
	· Develop a Circular Economy Master Plan
2.2.2	Deliver opportunities above, as resolved by Council
	· Deliver circular economy Master Plan as endorsed by Council
2.2.3	MRC to advocate for the establishment of a circular economy
	· Support the member Councils advocacy for their circular economy objectives through digital platforms
2.2.4	Collaborate with external stakeholders including federal and state government, private sector, and not-for-profit sector
	· Utilise CEO forums to actively participate in the circular economy establishment within the wider industry
2.3	**Maximise use of MRC's assets and technical capabilities**
2.3.1	Future options appraisal of the Tamala Park site
	· Develop Future Use Feasibility Study for Tamala Park
2.3.2	Develop and agree a post-closure plan for the Tamala Park site
	· Develop and agree a post-closure plan for the Tamala Park site
2.3.3	Identify and deliver highest value outcome for the MRC's Neerabup site
	· Develop future use options report for Neerabup site.
	· Deliver Neerabup future use recommendations endorsed by Council

Corporate Business Plan - Performance

Completed | In Progress - on track | In Progress - belated | Not Commenced | Scheduled for 2024/25

Key Actions	
3.1 Maintain efficient and equitable governance	
3.1.1 New Establishment Agreement	
· Review of MRC Services and desired outcomes	
· Assessment of stakeholder arrangements	
3.1.2 Ensure compliance with all legislative, probity, and regulatory requirements	
· Review and deliver Integrated planning framework	
· Deliver External Reporting and Regulatory Audit Programs	
· Review the Risk Management Plan and Appetite Statement and maintain reporting systems	
· Introduce Corporate Business Plan periodical reporting to the Audit and Risk Committee	
· Introduce a Fraud and Misconduct Control and Resilience Policy	
3.2 Ensure responsible use of organisational resources	
3.2.1 Resources will be deployed in line with the objectives of the Strategic Community Plan	
· Develop project management framework.	
· Implement the contract management system	
· Review future infrastructure needs and emerging technologies	
· Strategically plan and manage MRC plant and equipment and fleet to gain the best value and efficiencies	
· Review and consolidate Tamala Park Waste management facility plans into one single master plan.	
· Implement a Pollution Incident Response Management Plan (PIRMP) and update the plan on an annual basis.	
· Review and update the Workforce Plan	
· Review and update the Asset Management Plan	
· Review and update the Long Term Financial Plan	
3.3 Retain financial sustainability with a commercial focus	
3.3.1 Operate in alignment with the organisation's Long Term Financial Plan	
· Review of MRC Services and desired outcomes	
· Review of previous Draft Establishment Agreement with consideration given to a regional authority model	
· Develop New Establishment Agreement for Council endorsement	
3.3.2 Explore opportunities for alternative revenue generation and return to members	
· Based on endorsed circular economy / commercial opportunities, maintaining positive unrestricted cash and investment balance	
3.3.3 Promote and support greener supply chains	
· Review and deliver procurement processes that support sustainable procurement objectives	

STOP

MINDARIE REGIONAL COUNCIL
FINANCIAL REPORT
For the year ended 30 June 2024

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The Mindarie Regional Council conducts the operations of a local government on behalf of its member councils.

Our Vision:
Collaborating for a regional circular economy.

Our Mission:
To deliver sustainable waste management options for members.

Principal place of business:
1700K Marmion Avenue, TAMALA PARK WA 6030.

MINDARIE REGIONAL COUNCIL
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

Statement by the Chief Executive Officer

The accompanying financial report of Mindarie Regional Council has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2024 and the financial position at 30 June 2024.

At the date of signing this statement the particulars included in the annual report are not misleading or inaccurate.

Signed on this 14th day of November 2024

Chief Executive Officer

Scott Cairns

Name of Chief Executive Officer

Auditor General

INDEPENDENT AUDITOR'S REPORT

2024

Mindarie Regional Council

To the Council of the Mindarie Regional Council

Opinion

I have audited the financial report of the Mindarie Regional Council (Council) which comprises:

- the statement of financial position as at 30 June 2024, the statement of comprehensive income, statement of changes in equity, statement of cash flows and statement of financial activity for the year then ended
- notes comprising a summary of material accounting policies and other explanatory information.

In my opinion, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Council for the year ended 30 June 2024 and its financial position at the end of that period
- in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2024, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

7th Floor Albert Facey House 469 Wellington Street Perth MAIL TO: Perth BC PO Box 8489 Perth WA 6849 TEL: 08 6557 7500

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the Council is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Council's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Council.

The Council is responsible for overseeing the Council's financial reporting process.

Auditor's responsibilities for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

My independence and quality management relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQM 1 Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Mindarie Regional Council for the year ended 30 June 2024 included in the annual report on the Council's website. The Council's management is responsible for the integrity of the Council's website. This audit does not provide assurance on the integrity of the Council's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Council to confirm the information contained in the website version.

Grant Robinson
Assistant Auditor General Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
14 November 2024

MINDARIE REGIONAL COUNCIL
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2024

	Note	2024 Budget $	2024 Actual $	2023 Actual $
Revenue				
Grants, subsidies and contributions	2(a)	4,656,518	4,656,518	4,224,742
Fees and charges	2(a)	32,832,723	32,299,325	33,210,686
Interest revenue	2(a)	1,659,800	3,098,542	1,512,800
Other revenue	2(a)	95,000	339,899	162,894
		39,244,041	40,394,284	39,111,122
Expenses				
Employee costs	2(b)	(5,536,680)	(5,735,844)	(4,707,843)
Materials and contracts	2(b)	(18,348,818)	(17,405,327)	(17,769,937)
Utility charges		(718,250)	(591,004)	(632,002)
Depreciation and amortisation	2(b)	(10,850,978)	(8,451,384)	(7,606,255)
Finance costs	2(b)	(1,097,123)	(1,255,386)	(1,074,941)
Insurance		(620,200)	(355,736)	(684,881)
Other expenditure	2(b)	(320,950)	(204,320)	(205,237)
		(37,492,999)	(33,999,001)	(32,681,096)
		1,751,042	6,395,283	6,430,026
Capital grants, subsidies and contributions		50,000	0	0
Profit on asset disposals		1,000	291,943	0
Loss on asset disposals		(350,756)	(10,662)	0
		(299,756)	281,281	0
Net result for the period		1,451,286	6,676,564	6,430,026
Other comprehensive income for the period				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus	16	0	1,287,255	10,263,654
Total other comprehensive income for the period		0	1,287,255	10,263,654
Total comprehensive income for the period		1,451,286	7,963,819	16,693,680

This statement is to be read in conjunction with the accompanying notes.

MINDARIE REGIONAL COUNCIL
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2024

	Note	2024	2023 Restated*
		$	$
CURRENT ASSETS			
Cash and cash equivalents	3	21,681,423	20,262,141
Trade and other receivables	5	2,304,693	2,273,228
Other financial assets	4	54,604,800	40,495,910
Inventories	6	12,330	15,792
Other assets	7	823,442	1,226,341
TOTAL CURRENT ASSETS		79,426,688	64,273,412
NON-CURRENT ASSETS			
Property, plant and equipment	8(a)	34,467,151	31,577,144
Infrastructure	9(a)	63,000,575	62,543,977
Right-of-use assets	11(a)	5,650,725	6,203,572
TOTAL NON-CURRENT ASSETS		103,118,451	100,324,693
TOTAL ASSETS		182,545,139	164,598,105
CURRENT LIABILITIES			
Trade and other payables	12	4,485,948	4,144,896
Other liabilities	13	38,000	0
Lease liabilities	11(b)	680,492	628,560
Employee related provisions	14	821,751	754,925
Rehabilitation provisions*	15	10,544,209	8,428,278
TOTAL CURRENT LIABILITIES		16,570,400	13,956,659
NON-CURRENT LIABILITIES			
Lease liabilities	11(b)	5,702,532	6,161,220
Employee related provisions	14	88,800	141,000
Rehabilitation provisions*	15	19,504,778	11,624,416
TOTAL NON-CURRENT LIABILITIES		25,296,110	17,926,636
TOTAL LIABILITIES		41,866,510	31,883,295
NET ASSETS		140,678,629	132,714,810
EQUITY			
Retained deficit		(29,128,650)	(29,893,807)
Reserve accounts	27	25,404,778	19,493,371
Council contributions	17	89,085,726	89,085,726
Revaluation surplus	16	55,316,775	54,029,520
TOTAL EQUITY		140,678,629	132,714,810

*Refer to Note 23 for details regarding prior year error corrections.

This statement is to be read in conjunction with the accompanying notes.

MINDARIE REGIONAL COUNCIL
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2024

	Note	Retained Deficit	Council Contributions	Reserve Accounts	Revaluation Surplus	Total Equity
		$	$	$	$	$
Balance as at 1 July 2022		**(35,597,552)**	**89,085,726**	**18,767,090**	**43,765,866**	**116,021,130**
Comprehensive income for the period						
Net result for the period		6,430,026	0	0	0	6,430,026
Other comprehensive income for the period	16	0	0	0	10,263,654	10,263,654
Total comprehensive income for the period		6,430,026	0	0	10,263,654	16,693,680
Transfer from reserve accounts	27	98,550	0	(98,550)	0	0
Transfer to reserve accounts	27	(824,831)	0	824,831	0	0
Balance as at 30 June 2023		**(29,893,807)**	**89,085,726**	**19,493,371**	**54,029,520**	**132,714,810**
Comprehensive income for the period						
Net result for the period		6,676,564	0	0	0	6,676,564
Other comprehensive income for the period	16	0	0	0	1,287,255	1,287,255
Total comprehensive income for the period		6,676,564	0	0	1,287,255	7,963,819
Transfer from reserve accounts	27	583,238	0	(583,238)	0	0
Transfer to reserve accounts	27	(6,494,645)	0	6,494,645	0	0
Balance as at 30 June 2024		**(29,128,650)**	**89,085,726**	**25,404,778**	**55,316,775**	**140,678,629**

This statement is to be read in conjunction with the accompanying notes.

MINDARIE REGIONAL COUNCIL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2024

	Note	2024 $	2023 $
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Grants, subsidies, and contributions		4,656,518	4,224,742
Fees and charges		32,325,113	33,655,229
Interest revenue		3,133,051	939,304
Goods and services tax received		3,061,094	2,782,222
Other revenue		339,899	271,044
		43,515,675	41,872,541
Payments			
Employee costs		(5,704,745)	(4,776,643)
Materials and contracts		(16,720,971)	(17,328,430)
Utility charges		(591,004)	(632,002)
Finance costs		(324,573)	(331,820)
Insurance		(355,736)	(684,880)
Goods and services tax paid		(3,106,273)	(2,785,569)
Other expenditure		(204,320)	(466,879)
		(27,007,622)	(27,006,223)
Net cash provided by (used in) operating activities		16,508,053	14,866,318
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for purchases of property, plant and equipment	8(a)	(380,361)	(97,215)
Payments for construction of infrastructure	9(a)	(1,304,469)	(10,334)
Capital grants, subsidies and contributions		38,000	0
Proceeds for financial assets at amortised cost		(14,108,890)	(1,075,500)
Proceeds from sale of property, plant and equipment		1,293,291	0
Net cash provided by (used in) investing activities		(14,462,429)	(1,183,049)
CASH FLOWS FROM FINANCING ACTIVITIES			
Payments for principal portion of lease liabilities	26	(626,342)	(566,483)
Net cash provided by (used in) financing activities		(626,342)	(566,483)
Net increase (decrease) in cash held		1,419,282	13,116,786
Cash at beginning of year		20,262,141	7,145,355
Cash and cash equivalents at the end of the year	3	21,681,423	20,262,141

This statement is to read in conjunction with the accompanying notes.

MINDARIE REGIONAL COUNCIL
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2024

	Note	2024 Budget	2024 Actual	2023 Actual
		$	$	$
OPERATING ACTIVITIES				
Revenue from operating activities				
Grants, subsidies, and contributions		4,656,518	4,656,518	4,224,742
Fees and charges		32,832,723	32,299,325	33,210,686
Interest revenue		1,659,800	3,098,542	1,512,800
Other revenue		95,000	339,899	162,894
Profit on asset disposals		1,000	291,943	0
		39,245,041	40,686,227	39,111,122
Expenditure from operating activities				
Employee costs		(5,536,680)	(5,735,844)	(4,707,843)
Materials and contracts		(18,348,818)	(17,405,327)	(17,769,937)
Utility charges		(718,250)	(591,004)	(632,002)
Depreciation		(10,850,978)	(8,451,384)	(7,606,255)
Finance costs		(1,097,123)	(1,255,386)	(1,074,941)
Insurance		(620,000)	(355,736)	(684,881)
Other expenditure		(320,950)	(204,320)	(205,237)
Loss on asset disposals		(350,756)	(10,662)	0
Loss on revaluation of non-current assets		0	0	(17,512)
		(37,843,755)	(34,009,663)	(32,698,608)
Non-cash amounts excluded from operating activities	25(a)	12,014,531	9,115,541	8,427,132
Amount attributable to operating activities		13,415,817	15,792,105	14,839,646
INVESTING ACTIVITIES				
Inflows from investing activities				
Capital grants, subsidies and contributions		50,000	0	0
Proceeds from disposal of assets		576,000	1,293,291	0
		626,000	1,293,291	0
Outflows from investing activities				
Purchase of property, plant and equipment	8(a)	(1,033,000)	(380,361)	(97,215)
Purchase of construction of infrastructure	9(a)	(9,019,000)	(1,304,469)	(10,334)
		(10,052,000)	(1,684,830)	(107,549)
Amount attributable to investing activities		(9,426,000)	(391,539)	(107,549)
FINANCING ACTIVITIES				
Inflows from financing activities				
Transfers from reserve accounts	27	1,215,000	583,238	98,550
		1,215,000	583,238	98,550
Outflows from financing activities				
Payments for principal portion of lease liabilities	26	(559,266)	(626,342)	(566,483)
Transfers to reserve accounts	27	(3,249,283)	(6,494,645)	(824,831)
		(3,808,549)	(7,120,987)	(1,391,314)
Amount attributable to financing activities		(2,593,549)	(6,537,749)	(1,292,764)
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus or deficit at the start of the financial year	25(b)	37,989,480	40,635,145	27,195,812
Amount attributable to operating activities		13,415,817	15,792,105	14,839,646
Amount attributable to investing activities		(9,426,000)	(391,539)	(107,549)
Amount attributable to financing activities		(2,593,549)	(6,537,749)	(1,292,764)
Surplus or deficit	25(b)	39,385,748	49,497,962	40,635,145

This statement is to read in conjunction with the accompanying notes.

MINDARIE REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINACIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

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MINDARIE REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINACIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

1 BASIS OF PREPARATION

The financial report of the Mindarie Regional Council (MRC) which is a Class 3 local government comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied except for disclosure requirements of:

- AASB 7 Financial Instruments Disclosures
- AASB 16 Leases paragraph 58
- AASB 101 Presentation of Financial Statements paragraph 61
- AASB 107 Statement of Cash Flows paragraphs 43 and 45
- AASB 116 Property, Plant and Equipment paragraph 79
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets paragraph 85
- AASB 1054 Australian Additional Disclosures paragraph 16

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Mindarie Regional Council to measure any vested improvements at zero cost.

The *Local Government (Financial Management) Regulations 1996* provides that:

- land and buildings that are classified as property, plant and equipment; or
- infrastructure; or
- vested improvements that the local government controls;

and are measured at reportable value, are only required to be revalued every five years. Revaluing these non-financial assets every five years is a departure from AASB 116 Property, Plant and Equipment, which would have required the MRC to assess at each reporting date whether the carrying amount of the above mentioned non-financial assets materially differs from their value and, if so, revalue the class of non-current assets.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

There is no impact to the financial position of the Mindarie Regional Council (MRC) with regard to the above amendments to the FM Regulations as the MRC does not have any vested land.

The local government reporting entity
All funds through which the Mindarie Regional Council (MRC) controls resources to carry on its functions have been included in the financial statements forming part of this financial report. In the process of reporting on the Mindarie Regional Council (MRC) as a single unit, all transactions and balances between those funds (for example, loan and transfers between funds) have been eliminated.

1 BASIS OF PREPARATION (CONTINUED)

Critical accounting estimates and judgements
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates the use of different assumptions could lead to material changes in the amounts reported in the financial report.

A key forecasting variable is the expected tonnes to landfill. Estimates of future tonnes have been based on the expected population growth forecasts for each of the member councils. There is inherent volatility in these estimates as they are subject to changes in consumer behaviour, advances in technology and intervention by State Government through mechanisms such as the landfill levy.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- measurement of employee benefits
- measurement of provisions
- estimated useful lives of non-current assets.

Fair value hierarchy information can be found in note 24(i).

Landfill Cells
There are three general components of landfill cell construction:
- Cell excavation and development,
- Cell liner costs, and
- Cell capping costs.

All cell excavation and development costs, cell liner costs and cell capping costs are capitalised and depreciated over the useful life of the cell, based on the volumetric consumption of the air space in the cell. Once a cell has been capped and is no longer available for use, the costs associated with the cell are written off.

Amortisation on excavation assets
The calculation of amortisation on the excavation assets is based on specific estimates and judgements on the total capital costs and capacity of the landfill site. The amortisation rate charged is reviewed regularly and is based on an average cost per tonne. The cost per tonne is arrived at after taking into account a standard engineering cost per cubic metre of landfill and the estimated density of the waste. The amortisation expense is arrived at by applying the amortisation rate to the actual tonnages sent to landfill during the period.

Rehabilitation Provision
The rehabilitation provision is based on specific estimates and judgements with regard to the rehabilitation of the landfill cells as and when they reach the end of their useful life. A periodic review of the provision is conducted and the provision altered to reflect the findings.

MINDARIE REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINACIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

1 BASIS OF PREPARATION (CONTINUED)

Initial application of accounting standards
During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.

- AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates

This standard resulted in terminology changes relating to material accounting policies (formerly referred to as significant accounting policies).

New accounting standards for application in future years
The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current
- AASB 2021-7c Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- AASB 2022-5 Amendments to Australian Accounting Standards - Lease Liability in a Sale and Leaseback
- AASB 2022-6 Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants

These amendments are not expected to have any material impact on the financial report on initial application.

- AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities

These amendments may result in changes to the fair value of non-financial assets. The impact is yet to be quantified.

- AASB 2023-1 Amendments to Australian Accounting Standards - Supplier Finance Arrangements

These amendments may result in additional disclosures in the case of applicable finance arrangements.

MINDARIE REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINACIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

2 REVENUE AND EXPENSES

(a) Revenue

Contracts with customers

Recognition of revenue is dependent on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns / Refunds/ Warranties	Timing of revenue recognition
Contributions and reimbursements	Reimbursement of MRC's administration and governance expenses by members.	No obligation	Monthly in advance	None	Upon issue of invoice
Fees and charges – waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	On entry to facility
Gas Power Generation Income	Landfill gas (LFG) from the decomposition of organic material in landfills	Single point in time	Not applicable	None	On sale of renewable energy certificates

Consideration from contracts with customers is included in the transaction price.

Revenue Recognition
Revenue recognised during the year under each basis of recognition by nature of goods or services is provided in the table below:

For the year ended 30 June 2024

Nature	Contracts with customers	Other	Total
	$	$	$
Grants, subsidies and contributions	0	4,656,518	4,656,518
Fees and charges	27,223,436	5,075,889	32,299,325
Interest revenue	0	3,098,542	3,098,542
Other revenue	0	339,899	339,899
Total	27,223,436	13,170,848	40,394,284

MINDARIE REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINACIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

2 REVENUE AND EXPENSES (continued)

(a) Revenue (continued)

For the year ended 30 June 2023

Nature	Contracts with customers	Other	Total
	$	$	$
Grants, subsidies and contributions	0	4,224,742	4,224,742
Fees and charges	25,785,524	7,425,162	33,210,686
Interest revenue	0	1,512,800	1,512,800
Other revenue	0	162,894	162,894
Total	25,785,524	13,325,598	39,111,122

	Note	2024	2023
		$	$
Fees and charges			
Member Council charges	28	26,496,811	24,861,274
Casual fees		5,075,889	7,425,162
Gas Power Generation income		615,415	816,100
Mattress disposal fees		111,210	108,150
		32,299,325	33,210,686
Interest revenue			
Interest on reserve account funds	27	1,059,210	537,926
Other interest revenue		2,039,332	974,874
		3,098,542	1,512,800

(b) Expenses

	2024	2023
	$	$
Auditors remuneration		
- Audit of the Annual Financial Report	137,500	125,818
- Additional prior year audit fees	0	25,200
	137,500	151,018
Employee costs		
Employee benefit costs	5,355,085	4,408,116
Other employee costs	380,759	299,727
	5,735,844	4,707,843
Materials and contracts		
Consultants and contracts	622,460	368,751
Communications and public consultation	11,170	31,134
Landfill expenses	1,319,672	1,244,379
Office expenses	272,826	196,107
Information systems expenses	269,344	238,196
Building maintenance	347,556	426,136
Plant and vehicles operating and hire	1,368,027	1,044,953
Government levies	12,779,832	13,958,639
External / internal audit fees	165,822	151,018
Legal expenses	248,618	110,624
	17,405,327	17,769,937

MINDARIE REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINACIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

2 REVENUE AND EXPENSES (continued)

(b) Expenses (continued)

	Note	2024	2023
		$	$
Depreciation			
Buildings	8(a)	203,660	200,908
Buildings - RRF	8(a)	1,429,345	1,339,074
Furniture and Office Equipment	8(a)	17,667	18,917
Computing Equipment	8(a)	38,917	33,165
Vehicles and Mobile Plant	8(a)	247,765	291,208
Infrastructure	9(a)	329,783	329,178
Right-of-Use Asset	11(a)	772,434	737,427
RRF Infrastructure	9(a)	3,292,611	2,702,929
		6,332,182	5,652,806
Amortisation			
Excavation and Cell Development	9(a)	1,591,500	1,472,167
Rehabilitation Assets	9(a)	527,702	481,282
		2,119,202	1,953,449
Total depreciation and amortisation		**8,451,384**	**7,606,255**
Finance costs			
Interest and financial charges for lease liabilities	26	324,573	331,820
Provisions: unwinding of discount	15	930,813	743,121
		1,255,386	1,074,941
Other expenditure			
Bank charges		20,611	19,554
Doubtful and Bad Debts expense		9,118	122
Elected Member costs	21(a)	174,591	185,561
		204,320	205,237

3 CASH AND CASH EQUIVALENTS

	Note	2024	2023
		$	$
Cash at bank and on hand		21,681,423	20,262,141
Held as			
- Unrestricted cash and cash equivalents		21,643,423	20,262,141
- Restricted cash and cash equivalents	13	38,000	0
		21,681,423	20,262,141

MATERIAL ACCOUNTING POLICIES

Cash and cash equivalents
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted financial assets
Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement and for which no liability has been recognised.

MINDARIE REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINACIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

4 OTHER FINANCIAL ASSETS

	Note	2024	2023
		$	$
Current assets			
Financial assets at amortised cost		54,604,800	40,495,910
Other financial assets at amortised cost			
Term deposits		54,604,800	40,495,910
Held as			
- Unrestricted other financial assets at amortised cost		29,200,022	21,002,539
- Restricted financial assets (amortised cost)	27	25,404,778	19,493,371
		54,604,800	40,495,910

MATERIAL ACCOUNTING POLICIES

Other financial assets at amortised cost
The Council classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and

- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

5 TRADE AND OTHER RECEIVABLES

	2024	2023
	$	$
Current		
Trade receivables	2,159,372	1,976,494
Other receivables	0	208,666
GST receivable	145,321	88,068
	2,304,693	2,273,228

MATERIAL ACCOUNTING POLICIES

Trade receivables
Trade and other receivables include amounts due from member councils for waste processing and gate fees earned in the ordinary course of business.

Other Receivables
Other receivables are amounts receivables from contractual arrangements with third parties other than contracts with customers.

Measurement
Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

Classification and subsequent measurement
Receivables which are generally due for settlement within 30 days are classified as current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Council measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

MINDARIE REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINACIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

6 INVENTORIES

	2024	2023
	$	$
Current		
Fuel	12,330	15,792
The following movements in inventories occurred during the year:		
Balance at beginning of year	15,792	23,889
Net movement for the year	(3,462)	(8,097)
Balance at end of the year	12,330	15,792

MATERIAL ACCOUNTING POLICIES

General
Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs to make the sale.

7 OTHER ASSETS

	2024	2023
	$	$
Current		
Prepayments	186,778	190,058
Accrued interest	625,869	660,378
Accrued income	10,795	375,905
	823,442	1,226,341

MATERIAL ACCOUNTING POLICIES

Other current assets
Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

Accrued interest
Interest is accrued over the period in which it is earned. This is typically based on the effective interest rate and the outstanding principal amount of the financial asset.

8 PROPERTY, PLANT AND EQUIPMENT

(a) Movements in balances

Movements in balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land	Buildings - non-specialised	Building - resource recovery facility	Total land and buildings	Furniture and equipment	Plant and equipment	Computer equipment	Total property, plant and equipment
	$	$	$	$	$	$	$	$
Balance at 1 July 2022	9,250,000	3,508,743	16,531,100	29,289,843	56,752	4,560,140	99,449	34,006,184
Additions	0	25,279	0	25,279	0	54,835	17,101	97,215
Disposals	0	0	0	0	0	0	0	0
Revaluation increments / (decrements) transferred to revaluation surplus	550,000	(1,364,764)	898,475	83,711	0	0	0	83,711
Depreciation	0	(200,908)	(1,339,074)	(1,539,982)	(18,918)	(291,207)	(33,165)	(1,883,272)
Transfers	0	0	0	0	0	(726,694)	0	(726,694)
Balance at 30 June 2023	9,800,000	1,968,350	16,090,501	27,858,851	37,834	3,597,074	83,385	31,577,144
Comprises:								
Gross balance amount at 30 June 2023	9,800,000	1,968,350	16,090,501	27,858,851	145,404	3,888,282	398,030	32,290,567
Accumulated depreciation at 30 June 2023	0	0	0	0	(107,570)	(291,208)	(314,645)	(713,423)
Balance at 30 June 2023	9,800,000	1,968,350	16,090,501	27,858,851	37,834	3,597,074	83,385	31,577,144
Additions	0	0	0	0	0	380,361	0	380,361
Disposals	0	0	0	0	0	(1,012,010)	0	(1,012,010)
Revaluation increments / (decrements) transferred to revaluation surplus	5,275,000	0	0	5,275,000	0	0	0	5,275,000
Depreciation	0	(203,660)	(1,429,345)	(1,633,005)	(17,667)	(247,765)	(38,917)	(1,937,354)
Transfers	0	0	0	0	32,650	66,123	85,237	184,010
Balance at 30 June 2024	15,075,000	1,764,690	14,661,156	31,500,846	52,817	2,783,783	129,705	34,467,151
Comprises:								
Gross balance amount at 30 June 2024	15,075,000	1,968,350	16,090,501	33,133,851	178,054	3,016,912	483,267	36,812,084
Accumulated depreciation at 30 June 2024	0	(203,660)	(1,429,345)	(1,633,005)	(125,237)	(233,129)	(353,562)	(2,344,933)
Balance at 30 June 2024	15,075,000	1,764,690	14,661,156	31,500,846	52,817	2,783,783	129,705	34,467,151

8 PROPERTY, PLANT AND EQUIPMENT (continued)

(a) Movements in balances (continued)

At 30 June 2024, an independent valuer performed a desktop revaluation of land and building. The last on-site inspection of land and building by the independent valuer was performed during the year ending 30 June 2022. Material changes to some asset classes were subsequently revalued to fair value in line with the independent valuer's report, with the increase in fair value being reflected in a revaluation surplus account.

The Resource Recovery Facility (RRF) comprise the asset classes of Land and Buildings – Resource Recovery Facility (Note 8) and the Resource Recovery Facility (Note 9). These collectively total $77.85m.

Subsequent to taking legal ownership of the RRF, on 31 August 2021, the RRF continued to operate until 17 December 2021 to empty, clean and make safe all stationary plant and equipment in a manner that maintained its operational state. Since then, the MRC has continued to employ a Technical Officer who ensures the facility's operational viability.

Since 17 December 2021, the MRC, in collaboration with its member council administrations, has actively investigated and assessed options for the repurposing of the RRF as a Food Organic Green Organic (FOGO) facility, as below:

i) The MRC made an application for funding through the Commonwealth Government's Food Waste for Healthy Soils Fund to upgrade facets of the facility for its future use as a FOGO processing plant. The WA Minister for Environment supported the application.

ii) An in-principle State Government co-funding commitment has been offered to the MRC to repurpose the RRF. This commitment is subject to the appointment of a suitable facility operator, a formal funding commitment by MRC, and the MRC member councils providing FOGO services by 2025.

iii) MRC's Council endorsed the 2025 budget in July 2024 which includes costings for the continuation of the RRF's future operational site.

iv) MRC Council endorsed the publication of a tender for the provision of FOGO processing services at its Ordinary Council Meeting in September 2022. In alignment with Council's previous decision of September 2022, to publish a tender for FOGO Processing Services, that tender was thereafter published on 24 August 2023. The tender closed in November 2023. The tender documents propose the utilisation of the MRC's Neerabup facility, in alignment with the previous responses received from an Expression of Interest that was published in March 2022 and tenders considered by the Council in September 2024.

The MRC Council has continued to support the repurposing of the RRF asset and the publication of a tender. The MRC does not consider the RRF impaired at 30 June 2024. The Council at its ordinary meeting held in September 2024 endorsed the commencement of commercial discussions with the preferred tenderer, which commenced in October 2024.

8 PROPERTY, PLANT AND EQUIPMENT (continued)

(b) Carrying Amount Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair value					
Land and buildings					
Land	2	Market approach	Independent Valuer	June 2024	Level 2 valuation inputs were used to value land in freehold title as well as land used for special purposes which are restricted in use under current zoning rules. Sales prices of comparable land sites in close proximity are adjusted for differences in key attributes such as property size. The most significant inputs into this valuation approach are price per square metre.
Buildings – non-specialised	3	Cost approach using current replacement cost	Independent Valuer	June 2023	Price per square metre/market borrowing rate, adjusted for restricted use.
Buildings – Resource Recovery Facility	3	Cost approach using current replacement cost	Independent Valuer	June 2023	This required estimating the replacement cost for each building by componentising the buildings into significant parts with different useful lives and taking into account a range of factors. While the unit rates based on square metres could be supported from market evidence (level 2) other inputs (such as residual value, useful life, pattern of consumption and asset condition) required extensive professional judgement and impacted significantly on the final determination of fair value.

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

(ii) Cost

Asset Class	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Furniture and equipment	Not applicable	Cost	Not applicable	Not applicable
Plant and equipment	Not applicable	Cost	Not applicable	Not applicable

9 INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Resourse Recovery Facility	Excavation and Rehabilitation	Other Infrastructure	Other infrastructure – Work in Progress	Total infrastructure
	$	$	$	$	$
Balance at 1 July 2022	40,714,250	11,720,691	2,597,166	83,432	55,115,539
Additions	0	10,334	0	0	10,334
Disposals	0	0	0	0	0
Revaluation increments / (decrements) transferred to revaluation surplus	8,854,677	2,913,682	(86,268)	0	11,682,091
Depreciation / Amortisation	(2,702,929)	(1,953,449)	(329,178)	0	(4,985,556)
Transfers	726,694	23,957	54,350	(83,432)	721,569
Balance at 30 June 2023	47,592,692	12,715,215	2,236,070	0	62,543,977
Comprises:					
Gross balance amount at 30 June 2023	47,592,692	12,715,215	2,236,070	0	62,543,977
Accumulated depreciation / amortisation 30 June 2023	0	0	0	0	0
Balance at 30 June 2023	47,592,692	12,715,215	2,236,070	0	62,543,977
Additions	0	0	16,844	1,287,625	1,304,469
Disposals	0	0	0	0	0
Revaluation increments / (decrements) transferred to revaluation surplus	3,817,561	898,583	361,591	0	5,077,735
Depreciation / Amortisation	(3,292,611)	(2,119,202)	(329,783)	0	(5,741,596)
Transfers	0	1,101,591	0	(1,285,601)	(184,010)
Balance at 30 June 2024	48,117,642	12,596,187	2,284,722	2,024	63,000,575
Comprises:					
Gross balance amount at 30 June 2024	48,117,642	12,596,187	2,284,722	2,024	63,000,575
Accumulated depreciation / amortisation at 30 June 2024	0	0	0	0	0
Balance at 30 June 2024	48,117,642	12,596,187	2,284,722	2,024	63,000,575

9 INFRASTRUCTURE (continued)

(b) Carrying Amount Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair value					
Resource Recovery Facility	3	Cost approach using current replacement cost	Independent Valuer	June 2024	Construction costs and current condition, residual values and remaining useful life assessments inputs.
Excavation and Rehabilitation	3	Cost approach using current replacement cost	Independent Valuer	June 2024	Construction costs and current condition, residual values and remaining useful life assessments inputs.
Other infrastructure	3	Cost approach using current replacement cost	Independent Valuer	June 2024	Construction costs and current condition, residual values and remaining useful life assessments inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

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10 FIXED ASSETS

(a) Depreciation

Depreciation rates
Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings - non-specialised	5-20 years
Building - Resource Recovery Facility	13 years
Furniture and equipment	5 years
Plant and equipment	6 2/3 years
Computer equipment	3 Years
Infrastructure - Roads	20 years
Resource Recovery Facility	13 years
Excavation and Rehabilitation	% of actual usage
Other infrastructure	5-20 years
Right of Use Assets	lease period

Revision of useful lives of plant and equipment
The asset's residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

MATERIAL ACCOUNTING POLICIES
Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the MRC includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the MRC's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses.

Reportable Value

In accordance with *Local Government (Financial Management)Regulation 17A(2)*, the carrying amount of nonfinancial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value for the purposes of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of tenon-financial asset subsequent to its last valuation date.

10 FIXED ASSETS (continued)

MATERIAL ACCOUNTING POLICIES (continued)

Revaluation
Land and buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls and measured at reportable value, are only required to be revalued every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on land vested in the MRC.

Whilst the regulatory framework only requires a revaluation to occur at every five years, it also provides for the MRC to revalue earlier if it chooses to do so.

For land, buildings and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity.

Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

Depreciation
The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

Depreciation on revaluation
When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

(i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset.

(ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Impairment
In accordance with *Local Government (Financial Management)Regulations 17A(4C)*, the MRC is not required to comply with AASB136 Impairment of Assets to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls in circumstances where there has been an impairment indication of a general decrease in asset values.

In other circumstances where it has been assessed that one or more these non-financial assets are impaired, the asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains or losses on disposal
Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

11 LEASES

(a) Right-of-Use Assets

Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.

	Tamala Park Site	Total Right-of-Use Assets
	$	$
Balance at 1 July 2022	6,476,940	6,476,940
Increase resulting from rent review and CPI adjustments	464,059	464,059
Depreciation	(737,427)	(737,427)
Balance at 30 June 2023	6,203,572	6,203,572
Gross balance amount at 30 June 2023	8,693,214	8,693,214
Accumulated depreciation at 30 June 2023	(2,489,641)	(2,489,641)
Balance at 30 June 2023	6,203,573	6,203,573
Increase resulting from rent review and CPI adjustments	219,586	219,586
Depreciation	(772,434)	(772,434)
Balance at 30 June 2024	5,650,725	5,650,725
Gross balance amount at 30 June 2024	8,912,800	8,912,800
Accumulated depreciation at 30 June 2024	(3,262,075)	(3,262,075)
Balance at 30 June 2024	5,650,725	5,650,725

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the MRC is the lessee:

	Note	2024	2023
		$	$
Depreciation on right-of-use assets		(772,434)	(737,427)
Finance charge on lease liabilities	26	(324,573)	(331,820)
Total amount recognised in the statement of comprehensive income		(1,097,007)	(1,069,247)
Total cash outflow from leases		(950,916)	(898,302)

(b) Lease Liabilities

	Note	2024	2023
		$	$
Current		680,492	628,560
Non-current		5,702,532	6,161,220
	26	6,383,024	6,789,780

The lease liability relates to the land at 1700K Marmion Avenue, Tamala Park, WA 6030. The lease expires in 2032.

Secured liabilities and assets pledged as security
Lease liabilities are effectively secured, as the rights to the leased assets recognised in the financial statements revert to the lessor in the event of default.

11 LEASES (continued)

(b) Lease Liabilities (continued)

MATERIAL ACCOUNTING POLICIES

Leases
At inception of a contract, the Mindarie Regional Council assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Mindarie Regional Council uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Details of individual lease liabilities required by regulations are provided at Note 26.

Right-of-Use Assets - measurement
Right-of-use assets are measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not recognised in the Statement of Financial Position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Right-of-Use Assets – depreciation
Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shorter. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the Mindarie Regional Council anticipates to exercise a purchase option, the specific asset is depreciated over the useful life of the underlying asset.

12 TRADE AND OTHER PAYABLES

	2024	2023
Current	$	$
Sundry creditors	3,813,369	3,435,041
Accrued payroll liabilities	56,729	40,256
ATO liabilities	301,716	289,642
Accrued expenses	314,134	379,957
	4,485,948	4,144,896

MATERIAL ACCOUNTING POLICIES

Financial liabilities
Financial liabilities are initially recognised at fair value when the Mindarie Regional Council becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying value amount of the financial liability extinguished or transferred to another party and any consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Trade and other payables
Trade and other payables represent liabilities for goods and services provided to the Mindarie Regional Council prior to the end of the financial year that are unpaid and arise when the Mindarie Regional Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

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13 OTHER LIABILITIES

	2024	2023
Current	$	$
Capital grant / contribution liabilities	38,000	0
Reconciliation of changes in capital grant / contribution liabilities		
Opening balance	0	0
Additions	38,000	0
Closing balance	38,000	0
Expected satisfaction of capital grant / contribution liabilities		
Less than 1 year	38,000	0
	38,000	0

MATERIAL ACCOUNTING POLICIES

Capital grant / contribution liabilities
Capital grant / contribution liabilities represent the MRC's obligations to construct recognisable non-financial assets to identified specifications to be controlled by the MRC which are yet to be satisfied. Capital grant / contribution liabilities are recognised as income when the obligations in the contract are satisfied.

Fair values for non-current capital grant / contribution liabilities, not expected to be extinguished within 12 months, are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 24(i)) due to the unobservable inputs, including own credit risk.

14 EMPLOYEE RELATED PROVISIONS

Employee Related Provisions	2024	2023
Current provisions	$	$
Employee benefit provisions		
Annual Leave	340,669	303,980
Long Service Leave	244,128	254,353
Other Employee Leave Provision	188,260	165,131
	773,057	723,464
Other provisions		
Employment on-costs	48,694	31,461
Total current employee related provisions	821,751	754,925
Non-current provisions		
Long Service Leave	83,912	141,000
Other provisions		
Employment on-costs	4,888	0
Total non-current employee related provisions	88,800	141,000
Total employee related provisions	910,551	895,925

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period.

14 EMPLOYEE RELATED PROVISIONS (continued)

MATERIAL ACCOUNTING POLICIES

Employee benefits
The Mindarie Regional Council's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

Short-term employee benefits
Provision is made for the Mindarie Regional Council's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Mindarie Regional Council's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits
Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Mindarie Regional Council's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Mindarie Regional Council does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

15 REHABILITATION PROVISIONS

	Make good provision	Total*
	$	$
Balance at 1 July 2022	17,807,424	17,807,424
Revaluation increase / (decrement)	1,502,149	1,502,149
Charged to profit or loss		
- unwinding of discount	743,121	743,121
Balance at 30 June 2023	20,052,694	20,052,694
Comprises		
Current provisions	8,428,278	8,428,278
Non-current provisions	11,624,416	11,624,416
Balance at 30 June 2023	20,052,694	20,052,694
Revaluation increase / (decrement)	9,065,480	9,065,480
Charged to profit or loss		
- unwinding of discount	930,813	930,813
Balance at 30 June 2024	30,048,987	30,048,987
Comprises		
Current provisions	10,544,209	10,544,209
Non-current provisions	19,504,778	19,504,778
Balance at 30 June 2024	30,048,987	30,048,987

*The comparative balance for 2023 has been restated. Refer to Note 23 for details regarding prior year error corrections.

Provisions for restoration, rehabilitation, and site monitoring costs
Provisions are recognised when the Mindarie Regional Council has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

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15 REHABILITATION PROVISIONS (continued)

Future capping expenditure
The liability for estimated future capping expenditure is provided for through a rehabilitation provision on a phase-by-phase basis and is discounted to its present value, with the unwinding of the discount being charged to the statement of comprehensive income within the finance cost. The discounted present value of the future capping expenditure is also capitalised as part of the rehabilitation asset and is amortised on a straight-line basis. Changes in estimates are recognised prospectively with corresponding adjustments to the provision and associated costs.

16 REVALUATION SURPLUS

	2024	2023
	$	$
Land – freehold land		
Opening balance	7,141,873	6,591,873
Movements	5,275,000	550,000
Closing balance	12,416,873	7,141,873
Buildings – non-specialised		
Opening balance		
Movements	2,022,856	3,387,620
Closing balance	0	(1,364,764)
	2,022,856	2,022,856
Building – Resource Recovery Facility		
Opening balance	8,705,008	7,806,533
Movements	0	898,475
Closing balance	8,705,008	8,705,008
Furniture and equipment		
Opening balance	337,230	337,230
Movements	0	0
Closing balance	337,230	337,230
Plant and equipment		
Opening balance	304,797	304,797
Movements	0	0
Closing balance	304,797	304,797
Computer equipment		
Opening balance	628,917	628,917
Movements	0	0
Closing balance	628,917	628,917
Excavation and Rehabilitation		
Opening balance	8,553,801	7,142,268
Movements	(8,166,897)	1,411,533
Closing balance	386,904	8,553,801
Resource Recovery Facility and Other Infrastructure		
Opening balance	26,335,038	17,566,628
Movements	4,179,152	8,768,410
Opening balance	30,514,190	26,335,038
	55,316,775	54,029,520
Summary		
Opening balance	54,029,520	43,765,866
Movements	1,287,255	10,263,654
Closing balance	55,316,775	54,029,520

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17 COUNCIL CONTRIBUTIONS

		2024	2023
	%	$	$
City of Wanneroo	16.67	14,847,625	14,847,625
City of Joondalup	16.67	14,847,625	14,847,625
City of Stirling	33.33	29,695,240	29,695,240
City of Perth	8.33	7,533,618	7,533,618
City of Vincent	8.33	7,387,206	7,387,206
Town of Cambridge	8.33	7,387,206	7,387,206
Town of Victoria Park	8.33	7,387,206	7,387,206
		89,085,726	89,085,726

Cities of Joondalup, Wanneroo, Stirling, Perth and Vincent and Towns of Cambridge and Victoria Park are participants in the Mindarie Regional Council (MRC), each member council's equity in the net assets of the MRC is represented as per the Constitution agreement (dated 25 November 1996).

In 2005 a piece of land in Neerabup was acquired. Portion of land cost was calculated according to the share of member councils' equity and a portion that related to the interest on borrowings was calculated in accordance with the tonnage at the time (2005) resulting in the variation in their actual contribution values reported in the above table.

18 RESTRICTIONS OVER FINANCIAL ASSETS

	Note	2024	2023
		$	$
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which resources may be used:			
- Cash and cash equivalents	3	21,681,423	20,262,141
- Financial assets at amortised cost	4	54,604,800	40,495,910
		76,286,223	60,758,051
The restricted financial assets are a result of the following specific purposes to which the assets may be used:			
Restricted reserve accounts	27	25,404,778	19,493,371
Capital grant liabilities	13	38,000	0
Total restricted financial assets		25,442,778	19,493,371

19 UNDRAWN BORROWING FACILITIES AND CREDIT STANDBY ARRANGEMENTS

	2024	2023
	$	$
Credit card limit	100,000	50,000
Credit card balance at balance date	0	(10,845)
Total amount of credit used	100,000	39,155

20 CONTINGENT LIABILITIES

The 2021 Mandatory Auditor's Report (MAR) report recommended that further works were required to close out the following:

i) The adequacy of the landfill gas monitoring network including confirmation of screening intervals.

ii) Assessment of the potential for off-site migration of landfill gas particularly with relation to preferential pathways.

iii) Ongoing assessment of landfill gas and groundwater as part of an ongoing site management plan to inform long-term trends and to inform the need or otherwise for mitigation measures.

iv) The MAR noted further long-term assessment of Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS) (in addition to other Contaminant of Potential Concern (COPCs) in groundwater including arsenic, nickel, ammonia, benzene and pathogens) would be appropriate.

The October 2023 MAR reported on those further investigations completed and provides an update on the conditions of the source site and affected site.

The purpose of the October 2023 MAR audit was to:

i) Confirm that the investigations undertaken adequately characterized the contamination status of the site.

ii) Confirm whether potentially significant risks to human health, the environment or environmental values exist on-site or off-site.

iii) Confirm the suitability of the site for the current and proposed land uses.

iv) Recommend a site classification under the Contaminated Sites Act 2003.

The MAR auditor determined, based on the analysis contained in the assessed reports, that:

i) Source Site: Remains suitable for ongoing use as a Class II landfill, subject to implementation of a site management plan to prevent exposure to landfill gas, soil and groundwater contamination.

ii) Affected Site: Remains suitable for current use as a development "buffer zone." The site is situated to the north of the MRC landfill.

The October 2023 MAR report summary of findings for the Source and Affected sites are listed below:

Source Site:

i) Soil – No soil investigations were completed in 2021 and 2023.

ii) Groundwater – Groundwater results indicate impact to aquifer immediately below the landfill. Elevated levels of contaminants were above the relevant drinking water guidelines, some also exceeded the criteria for non-potable water use. No COPCs were detected in samples collected from the onsite abstraction bore above the non-potable criteria.

iii) Landfill gas – The site is considered capable of generating a significant quantity of landfill gases and vapours. Methane was detected at elevated levels in boreholes outside the waste mass and along the northern wall of the landfill. The extraction system appears to be effectively mitigating methane with negligible detections outside of the extraction well network. There are indications of fugitive emissions through damages areas of the cap which would require repair and maintenance.

Affected Site:

i) Groundwater results indicate some contaminants above the relevant drinking water guidelines but were below criteria for non-potable water uses. Certain COPCs detected above drinking water criteria were considered to be a reflection of natural site conditions.

ii) No methane has been recorded in recent events at monitoring wells outside the site boundary.

20 CONTINGENT LIABILITIES (continued)

Site Management plan (SMP)
A SMP was developed and received by the MRC in May 2020 and updated in May 2022. The SMP was required to provide a management plan for the site to ensure that potential hazards associated with soil, landfill gas, and groundwater contaminants are appropriately managed for the site's continued use as a landfill facility and leachate management. There are no "results" associated with this SMP, it is an ongoing document that continues to evolve to address the comprehensive management of landfill gas and groundwater in light of the most recent information obtained from periodic tests results.

The October 2023 MAR report concludes that:

i) The auditor is satisfied that the information contained in the reviewed reports, considered as a whole, is sufficient to inform the current site and surrounding site condition and restrictions that may be applicable.

ii) Expectations of concerted effort to improve future reporting and reports to comply with relevant standards and guidelines.

iii) The assessments were sufficient to define the potential extents and types of contaminated media with an appropriate level of confidence.

iv) Investigation methodologies were sufficient to assess and manage risk.

v) Ongoing assessment of landfill gas and groundwater as part of an ongoing Site Management Plan should be undertaken to inform long-term trends and to inform the need or otherwise for mitigation measures.

The MRC Contaminated Site Approved Auditor recommended that MRC should continue to provide the auditor with updated information as it becomes available (i.e. at least a 6 monthly update following sampling and annual reporting, (plus immediate notification if things change). Communication received on 3 May 2024 stated, "as there has been no change in the risk profile and nothing to indicate that restrictions should change, a MAR should be submitted in 2025 following 2 years of monitoring."

21 RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration

	2024 Budget	2024 Actual	2023 Actual
	$	$	$
Fees, expenses and allowances paid or reimbursed to elected council members			
Chairperson's annual allowance	20,900	20,454	20,448
Chairperson's meeting attendance fees	16,500	16,511	16,108
Chairperson's annual allowance – ICT expenses	1,192	1,040	1,000
	38,592	38,005	37,556
Deputy Chairperson's annual allowance	5,800	4,468	4,569
Deputy Chairperson's meeting attendance fees	11,000	10,008	10,300
Deputy Chairperson's annual allowance – ICT expenses	1,192	947	1,000
	17,992	15,423	15,869
All other members' meeting attendance fees	110,000	106,926	107,066
All other member's annual allowance – ICT expenses	11,916	12,051	10,202
All other member's travel and accommodation expenses	0	2,186	14,868
	121,916	121,163	132,136
Elected Member Remuneration	178,500	174,591	185,561

MINDARIE REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINACIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

21 RELATED PARTY TRANSACTIONS (continued)

(b) Key Management Personnel (KMP) Compensation

	2024 Actual $	2023 Actual $
The total of compensation paid to KMP of the Mindarie Regional Council during the year are as follows:		
Short-term employee benefits	544,163	386,872
Post-employment benefits	86,318	65,415
Employee – other long-term benefits	67,634	81,651
Council member costs	174,591	185,561
	872,706	719,499

Short-term employee benefits
These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits
These amounts are the current-year's cost of the Mindarie Regional Council's superannuation contributions made during the year.

Other long-term benefits
These amounts represent annual leave and long service leave entitlements accruing during the year.

Council member costs
These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

Transactions with related parties
Transactions between related parties and the Mindarie Regional Council are on normal commercial terms and conditions, no more favourable that those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

	2024 Actual $	2023 Actual $
In addition to KMP compensation above the following transactions occurred with related parties:		
Sale of goods and services	37,230,192	30,134,001
Purchase of goods and services	1,164,762	1,001,109
Amounts outstanding from related parties:		
Trade and other receivables	1,791,545	1,609,234
Amounts payable to related parties:		
Trade and other payables	47,033	18,742

21 RELATED PARTY TRANSACTIONS (continued)

(b) Key Management Personnel (KMP) Compensation (continued)

Related Parties
The Mindarie Regional Council's main related parties are as follows:

(i) Key management personnel
Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any council member, are considered key management personnel and are detailed in Notes 21(a) and 21(b).

(ii) Other Related Parties
There is no person or entity identified as other related parties.

Any entity that is controlled by or over which KMP, or close family members of KMP, have authority and responsibility for planning, directing and controlling the activity of the entity, directly or indirectly, are considered related parties in relation to the Mindarie Regional Council (MRC).

Outside of normal citizen type transactions with the Mindarie Regional Council, there were no other related party transactions involving key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.

(iii) Entities subject to significant influence by the Mindarie Regional Council
There were no such entities requiring disclosure during the current or previous year.

22 EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

On 26th September 2024, the Mindarie Regional Council endorsed the commencement of commercial discussions with the preferred tenderer for the operation of the Resource Recovery Facility. Refer to Note 8 for additional information.

23 PRIOR YEAR ERROR CORRECTIONS

The total rehabilitation provision for 2022/23 of $20,052,694 was presented as a non-current liability. This position has been restated in the 2023/24 financial report to recognise the current portion of the rehabilitation provision. The correction has no impact to the overall total provision stated.

The abovementioned has been corrected by restating the following affected line items of the prior year figures as at 30 June 2023 as follows:

Statement of Financial Position	Previous stated balance	Correction	Restated balance
	$	$	$
Current Liabilities			
Rehabilitation provisions	0	8,428,278	8,428,278
Non-Current Liabilities			
Rehabilitation provisions	20,052,694	(8,428,278)	11,624,416

24 OTHER MATERIAL ACCOUNTING POLICIES

(a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Mindarie Regional Council's operational cycle. In the case of liabilities where the Mindarie Regional Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Mindarie Regional Council's intentions to release for sale.

(c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

(d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Mindarie Regional Council applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial report is presented.

(e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

(f) Superannuation

The Mindarie Regional Council contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Mindarie Regional Council contributes are defined contribution plans.

(g) Fair value of assets and liabilities

Fair value is the price that the Mindarie Regional Council would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

24 OTHER MATERIAL ACCOUNTING POLICIES (continued)

(h) Interest revenue

Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

(i) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1 - Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2 - Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3 - Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques
The Mindarie Regional Council selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Mindarie Regional Council are consistent with one or more of the following valuation approaches:

Market approach
Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach
Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach
Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Mindarie Regional Council gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

24 OTHER MATERIAL ACCOUNTING POLICIES (continued)

(j) Impairment of assets

In accordance with Australian Accounting Standards the Mindarie Regional Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount except for non-financial assets that are:

- land and buildings classified as property, plant and equipment;
- infrastructure; or
- vested improvements that the local government controls, in circumstances where there has been an impairment indication of a general decrease in asset values.

These non-financial assets are assessed in accordance with the regulatory framework detailed in Note 10.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

25 DETERMINATION OF SURPLUS OR DEFICIT

(a) Non-cash amounts excluded from operating activities

	Note	2024 Budget	2024 Actual	2023 Actual
		$	$	$
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32.*				
Adjustments to operating activities				
Less: Profit on asset disposals		(1,000)	(291,943)	0
Add: Loss on disposal of assets		350,756	10,662	0
Add: Loss on revaluation of fixed assets	16	0	0	17,512
Add: Depreciation and amortisation	2(b)	10,850,978	8,451,384	7,606,255
Employee benefit provisions	14	44,962	14,625	60,245
Rehabilitation – unwinding of interest	15	768,835	930,813	743,120
Non-cash amounts excluded from operating activities		12,014,531	9,115,541	8,427,132

MINDARIE REGIONAL COUNCIL
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25 DETERMINATION OF SURPLUS OR DEFICIT (continued)

(b) Surplus or deficit

	Note	2024 Budget	2024 Actual	2023 Actual
		$	$	$
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus / (deficit).				
Adjustments to net current assets				
Less: Reserve accounts	27	(21,412,801)	(25,404,778)	(19,493,371)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of Rehabilitation Provisions	15	0	10,544,209	8,428,278
- Current portion of lease liabilities	11	509,500	680,492	628,560
- Employee benefit provisions	14	0	821,751	754,925
Total adjustments to net current assets		(20,903,301)	(13,358,326)	(9,691,608)
Net current assets used in the Statement of Financial Activity				
Total current assets		66,430,359	79,426,688	64,273,412
Less: Total current liabilities		(6,141,310)	(16,570,400)	(13,956,659)
Less: Total adjustments to net current assets		(20,903,301	(13,358,326)	(9,681,608)
Surplus or deficit		39,385,748	49,497,962	40,635,145

26 LEASE LIABILITIES

	Note	2024 Budget	2024 Actual	2023 Actual
		$	$	$
1700k Marmion Avenue, Tamala Park				
Principal as at 1 July		6,456,778	6,789,781	6,892,205
- New leases		0	219,586	464,059
- Principal repayments		(559,266)	(626,343)	(566,483)
Principal as at 30 June	11(b)	5,897,512	6,383,024	6,789,781
Lease finance cost payments	11(a)	(328,288)	(324,573)	(331,820)

Lease details - 1700K Marmion Avenue Tamala Park WA 6030

Institution – Member Councils
Interest rate – 4.5% per annum
Lease term – 40 years
Final due date – 30 June 2032

MINDARIE REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINACIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

27 RESERVE ACCOUNTS

	Note	2024 Budget	2024 Actual	2023 Actual
		$	$	$
Site Rehabilitation Reserve				
To be used to fund the rehabilitation following the closure of the landfill site.				
Opening balance at 1 July		17,056,651	17,056,658	16,242,161
Interest earnings		654,480	912,150	0
Transfer to reserve		768,835	710,435	824,831
Transfer from reserve		0	0	(10,334)
Closing balance at 30 June		18,479,966	18,679,243	17,056,658
Capital Expenditure Reserve				
To be used to fund ongoing capital expenditure requirements.				
Opening balance at 1 July		1,830,791	1,945,637	2,033,853
Interest earnings		80,968	122,387	0
Transfer to reserve		1,725,000	4,725,000	0
Transfer from reserve		(1,215,000)	(583,238)	(88,216)
Closing balance at 30 June		2,421,759	6,209,786	1,945,637
Carbon Abatement Reserve				
To be used to fund carbon abatement projects.				
Opening balance at 1 July		491,076	491,076	491,076
Interest earnings		20,000	24,673	0
Transfer to reserve		0	0	0
Transfer from reserve		0	0	0
Closing balance at 30 June		511,076	515,749	491,076
SUMMARY				
Opening balance at 1 July		19,378,518	19,493,371	18,767,090
Interest earnings	2(a)	755,448	1,059,210	0
Transfer to reserve		2,493,835	5,435,435	824,831
Transfer from reserve		(1,215,000)	(583,238)	(98,550)
Closing balance at 30 June		21,412,801	25,404,778	19,493,371

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserve accounts. All reserve accounts are restricted by Council.

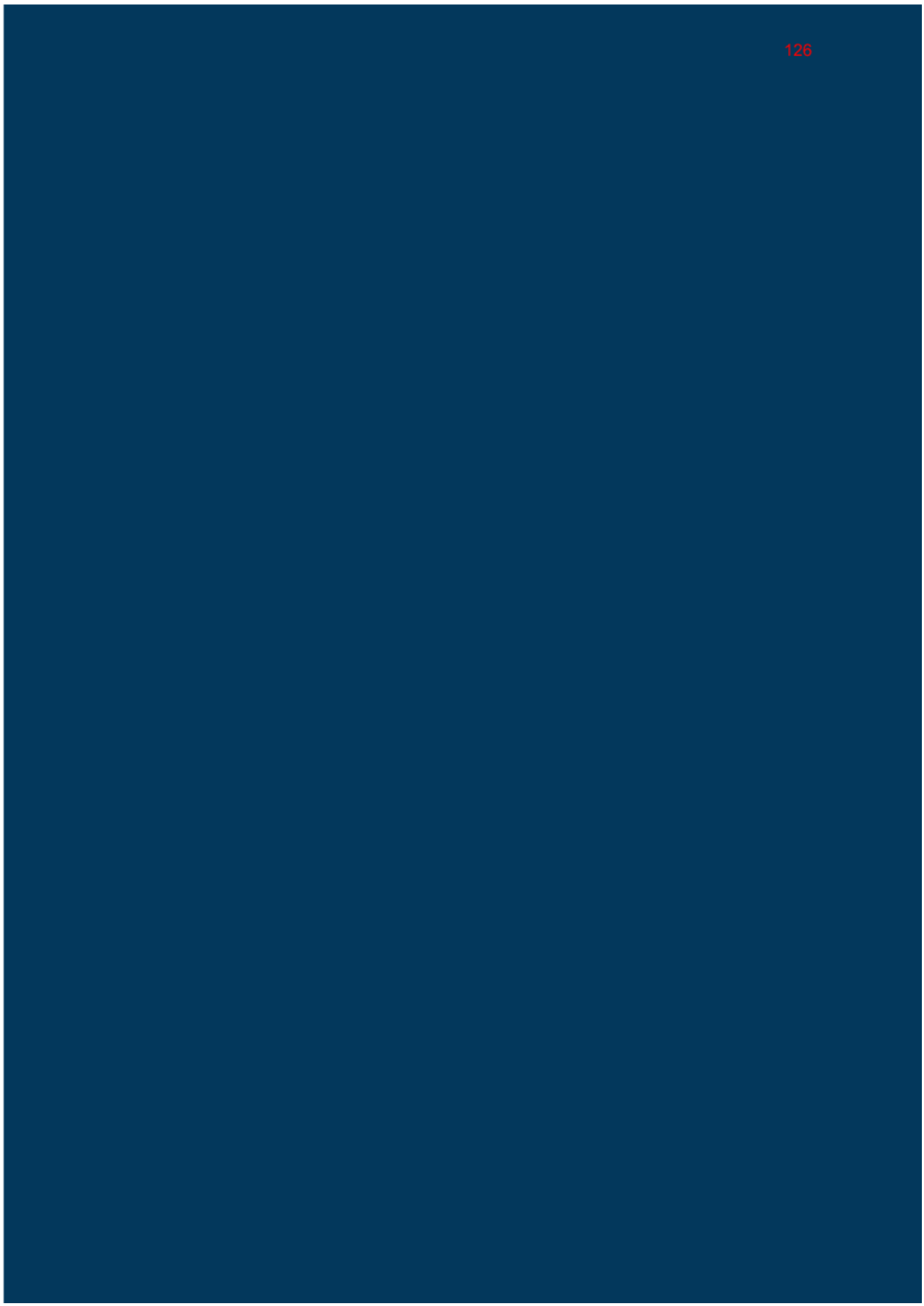
MINDARIE REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE FINACIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2024

28 FINANCIAL ACTIVITY INFORMATION AND MEMBER CHARGES

Please refer to Note 2(a).

	Processable Tonnes	Non-processable Tonnes	Total Tonnes	Average rate	Revenue
BUDGET				$	$
City of Perth	12,482	0	12,482	151.00	1,884,782
City of Wanneroo	55,000	3,000	58,000	151.00	8,757,751
City of Joondalup	33,000	600	33,600	151.00	5,073,600
City of Stirling	45,000	7,808	52,808	151.00	7,974,008
Town of Cambridge	5,200	16	5,216	151.00	787,616
City of Vincent	4,500	1,000	5,500	151.00	830,500
Town of Victoria Park	8,400	0	8,400	151.00	1,268,400
	163,582	**12,424**	**176,006**	**151.00**	**26,576,657**
ACTUAL					
City of Perth	13,048	6	13,054	150.81	1,968,636
City of Wanneroo	51,764	1,866	53,630	151.28	8,113,169
City of Joondalup	32,079	775	32,854	150.81	4,954,717
City of Stirling	43,767	10,071	53,838	150.82	8,119,812
Town of Cambridge	5,828	9	5,837	150.90	880,823
City of Vincent	4,585	1,076	5,661	150.69	853,072
Town of Victoria Park	10,654	0	10,654	150.80	1,606,582
	161,725	**13,803**	**175,528**	**150.95**	**26,496,811**

Average tonnage rates may vary as a result of certain waste types being charged at the approved non-standard rates for that waste category.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MINDARIE REGIONAL COUNCIL
1700 Marmion Ave, Tamala Park WA 6030
Phone: (08) 9306 6303
Website: www.mrc.wa.gov.au

9.4	MINDARIE REGIONAL COUNCIL INTERNAL AUDIT PLAN
File No:	GF-23-0000142
Attachment(s):	Nil
Date:	21 November 2024
Responsible Officer:	Chief Executive Officer

SUMMARY

The purpose of this report is to seek endorsement of the Audit and Risk Committee recommendations for the proposed three-year internal audit plan for Mindarie Regional Council (MRC). The Internal Audit Plan is developed to enable MRC to identify areas of potential financial and operational risks that would be subject to audit by the internal audit service provider.

BACKGROUND

At the 6 March 2024 Audit and Risk Committee (the committee) meeting the MRC administration proposed expanding the existing Internal Audit function of Financial Management Regulation 5 and Audit Regulation 17 to a three-year plan, to be performed by independent external consultants.

The internal audit function will report directly to the CEO to eliminate undue influence on audit activities, findings and reporting. It is good practice for the internal auditor to also have a direct line of communication to the audit and risk committee (a functional reporting relationship). Through the scope, it is proposed that the external auditor will have the ability to liaise directly with the Chair of the Audit and Risk Committee to discuss reports included in Committee agendas and will be able to communicate with the wider Committee through attendance at Committee meetings.

At the Ordinary Council Meeting held on 28 March 2024, Council endorsed the CEO's proposed internal audit function for Mindarie Regional Council and requested the CEO to provide a further report detailing the three-year work plan that will be the basis of a contract for the Internal Audit service.

At the Committee meeting held on 20 November 2024 the internal audit plan was discussed in detail and the committee recommendation to Council is as follows:

That Council:

1. *Endorse the CEO's proposed internal audit scope of works for Mindarie Regional Council.*
2. *Approve the CEO to engage a professional firm in Western Australia to provide internal audit services in line the recommended schedule and scope of work.*

DETAIL

The proposed three-year internal audit plan has been developed following an analysis of FM Reg 5 and Audit Reg 17 audits and the higher order risks within the risk register. The development of this three-year plan provides assurance that key risks are identified and controlled effectively.

Proposed Scope of Works:

Program Title	Focus Area	Three-year plan		
		24/25	25/26	26/27
Financial	Accounts receivable			X
	Accounts payable		X	
	Procurement and Tendering	X		
	Payroll and employee entitlements		X	
	Fixed assets			X
	Credit cards management and acquittal			X
	IT Risks / General controls		X	
	Reg 5			X
Operational	Organisational risk management		X	
	HR function – recruitment and selection		X	
	WHS processes and procedures			X
	Complaint handling	X		
	Contract management		X	
	Business continuity			X
	Asset management pre closure	X		
	Asset management post closure		X	
Compliance	Record keeping		X	
	Conflict of interest / gifts and benefits	X		
	Data security and confidentiality			X
	Cyber security			X
	Compliance Audit Return (CAR)	X		
	Reg 17			X

Process
The MRC Administration will seek quotations from experienced, qualified and reputed accounting professional firms in Western Australia to provide internal audit services in line with the recommended schedule and scope of work.

The CEO is responsible for contract management and facilitating the audit and ensuring that staff and resources are available to implement and monitor Internal Audit recommendations.

Reporting and Communication
The internal auditor will provide the CEO with comprehensive audited reports detailing their key observations and findings.

The CEO will provide the reports and a recommended action plan to the Audit and Risk Committee.

The Audit and Risk Committee will receive the reports of the Internal Auditor, consider the CEOs recommendations arising from the reports, and monitor the implementation of agreed recommendations, making recommendations to Council.

STATUTORY ENVIRONMENT
Local Government Act 1995
Local Government (Audit) Regulations 1996
Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS
CP06 – Purchasing Policy
Risk Register

FINANCIAL IMPLICATIONS
Regulation 5 and 17 funding was adopted as part of 2023/2024 budget, proposed internal audit function and scope of works, if endorsed by Council, will form a part of 2024/25 and future budgets.

STRATEGIC IMPLICATIONS

STRATEGIC COMMUNITY PLAN 2023 – 2032
Strategic Objective 3 : Deliver best practice governance processes and structures

RISK ASSESSMENT AND ACCEPTANCE CRITERIA

RISK MATRIX

Consequence / Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	MODERATE (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely	4	LOW (4)	MODERATE (8)	HIGH (12)	HIGH (16)	EXTREME (20)
Possible	3	LOW (3)	MODERATE (6)	MODERATE (9)	HIGH (12)	HIGH (15)
Unlikely	2	LOW (2)	LOW (4)	MODERATE (6)	MODERATE (8)	HIGH (10)
Rare	1	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MODERATE (5)

RISK ACCEPTANCE CRITERIA

RISK RANK	DESCRIPTION	CRITERIA FOR RISK ACCEPTANCE	RESPONSIBILITY
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

COMMENT
Nil

VOTING REQUIREMENT
Simple Majority

OFFICER AND AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council:

1. **Endorse the CEO's proposed internal audit scope of works for Mindarie Regional Council.**
2. **Approve the CEO to engage a professional firm in Western Australia to provide internal audit services in line the recommended schedule and scope of work.**

Moved Cr Hatton, seconded Cr May
RESOLVED
That the recommendation be adopted

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

9.5	DRAFT PROPOSED TERMS OF REFERENCE SWG
File No:	**GF-24-0000069**
Attachment	**Attachment – Terms of Reference**
Date:	**21 November 2024**
Responsible Officer:	**Chief Executive Officer**

SUMMARY

This report is presented to the Audit and Risk Committee to consider the proposed draft Terms of Reference (ToR) for the Strategic Working Group (SWG).

BACKGROUND

SWG was established in 2012, following a council resolution on 5 July 2012 to replace the previous Projects Working Group. It provides a formal communication and collaboration platform between MRC administration and senior waste management officers from MRC Member Councils.

The SWG includes officers from MRC, as well as managers and directors overseeing waste management from each of the Member Councils. Its purpose is to create a structured forum for strategic communication and collaboration, enabling effective feedback to MRC on the regions waste management objectives.

DETAIL

The SWG's main roles include:

- Acting as a formal communication channel between MRC administration and designated representatives in each member council responsible for waste management.
- Facilitating feedback to MRC to support strategic objectives outlined in the endorsed Strategic Community Plan and Corporate Business Plan.
- Enabling regular liaison and communication between MRC and SWG.
- Sharing expertise, insights and strategic priorities in waste management.
- Providing a platform for Member Councils administrations for constructive feedback on strategic issues relevant to MRC.
- Fostering collaborative initiatives between MRC and Member Councils, benefiting mutual interests and regional development.

The SWG operates in an advisory capacity only, with no delegated decision-making authority from Council. The group is chaired by the MRC CEO.

The proposed terms of reference was tabled at the Audit and Risk Committee (the Committee) meeting held on 20 November 2024.
At this meeting, the Committee resolved the following:

That Audit and Risk Committee recommend that Council:

- *Endorse the Terms of Reference for the Strategic Working Group (SWG).*

Moved Cr Hatton, seconded Cr Ferrante

PROPOSED AMENDMENT
Moved Cr Miles, seconded Mr Kumar

1. *At Point 8: Insert the words "MRC Councillors" before the word "members"*
2. *At Point 2: remove the words "bi annually" and replace with the words "every 2 years".*
3. *At Points 4 & 6: remove the word "Representatives" and replace with the word "Officer".*

(CARRIED UNANIMOUSLY 4/0)
For: Crs Hatton, Ferrante, Miles and Mr Kumar
Against: Nil

SUBSTANTIVE MOTION, AS AMENDED

That Audit and Risk Committee recommend that Council:

- *Endorse the Terms of Reference for the Strategic Working Group (SWG), subject to the amendments in attachment 2 – Draft Proposed Terms of Reference Strategic Working Group.*

(CARRIED UNANIMOUSLY 4/0)
For: Crs Hatton, Ferrante, Miles and Mr Kumar
Against: Nil

The proposed draft Terms of Reference for the Strategic Working Group, as amended by the Committee, is an attachment to this report.

CONSULTATION

The proposed Terms of Reference was tabled for discussion at SWG meetings held on 10 July 2024 and 18 September 2024.
Feedback was gathered during the meeting on 10 July and has been considered in the proposed draft Terms of Reference.
A final call for feedback was requested on 18 September 2024, no further feedback was received.

The proposed ToR was discussed and amendments proposed during the Committee meeting held on 20 November 2024. The committee's amendments are shown in red on the attachment to this report.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

STRATEGIC COMMUNITY PLAN 2023 – 2032
Strategic Objective 3: Deliver best practice governance processes and structures

COMMENT

SWG serves as an essential forum for coordinating regional waste management efforts and facilitating collaboration between MRC and its member councils. By formalising the ToR, it ensures clear communication guidelines and collaborative practices that align with MRC's strategic objectives.

VOTING REQUIREMENT
Simple Majority

OFFICER AND AUDIT AND RISK COMMITTEE RECOMMENDATION
That Audit and Risk Committee recommend that Council:

- **Endorse the Terms of Reference for the Strategic Working Group (SWG), subject to the amendments in attachment to this report 'Draft Proposed Terms of Reference Strategic Working Group'**

Moved Cr Hatton, seconded Cr Gobbert

7.06 pm Cr Vernon left the Chambers

RESOLVED
That the recommendation be adopted

CARRIED UNANIMOUSLY 11/0

For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

Attachment - DRAFT PROPOSED TERMS OF REFERENCE STRATEGIC WORKING GROUP

Mindarie Regional Council (MRC)
Our Vision: Collaborating for a regional Circular Economy
Our Mission: To deliver sustainable waste management options for members

Strategic Working Group (SWG)
Terms of Reference

1. Establishment

- The Strategic Working Group (SWG) was established in August 2012, replacing the Strategic Projects Committee, as resolved by the MRC Council on 5 July 2012.

2. Terms of Reference (ToR)

- The SWG's Terms of Reference are to be reviewed at least every two years.
- Reviews may be undertaken more frequently to ensure alignment with the strategic objectives of the Mindarie Regional Council (MRC).

2. Objectives of the group

- To provide feedback to the MRC as it seeks to achieve the strategic objectives outlined in the endorsed Strategic Community Plan and Corporate Business Plan.
- To facilitate regular liaison and a formal communication channel between the MRC administration and designated senior representatives overseeing waste management in each member council.
- To share expertise, insights and strategic priorities concerning the recovery and management of waste materials within the region.
- To offer member council administrations a platform to provide constructive feedback as required on strategic matters relevant to the MRC.
- To foster collaborative initiatives between Member Councils and Mindarie Regional Council, aiming for mutual benefits and regional development.

3. Extent of Authority

- The SWG operates in an advisory capacity.
- There is no delegated authority from Council and therefore no decision-making authority.

4. Membership

- The Chair of the SWG is the MRC Chief Executive Officer (CEO).
- The Deputy Chair is the MRC Executive Manager Corporate Services or Executive Manager Operations, as nominated by the CEO.

- SWG Membership comprises of nominated ~~representatives~~ officers from the MRC and two (2) officers nominated by each member council administration.

5. Meetings

- Regular meetings are scheduled one week before an Ordinary Council Meeting, with additional meetings convened, as necessary.

6. Quorum

- A quorum for a meeting is no less than 50% of the nominated member council ~~representatives~~ officers. In the event of no quorum the Chair will reschedule the meeting.

7. Place and Duration of Meetings

- Meetings generally alternate between the MRC Administration and the City of Stirling.
- Meetings are preferred as in-person meetings, with e-attendance available, as needed.
- Meetings typically do not exceed a duration of two (2) hours.

8. Administration, Agenda, and Minutes

- Administrative support for the SWG is provided by the MRC.
- The agenda and supporting papers are distributed one week before the meeting.
- Meetings are not audio or video recorded.
- The MRC will take minutes and capture an overview of the discussion rather than transcribing it verbatim.
- SWG members may request their specific comments to be included in the minutes during the meeting.
- Unconfirmed minutes are circulated to all SWG meeting attendees and confirmed at the subsequent meeting.
- Confirmed minutes are thereafter distributed to all MRC Councillors, members, Member Council CEOs, for information.

9. Confidentiality

- Discussions may involve confidential matters.
- SWG members are expected to uphold confidentiality unless expressly informed otherwise by the MRC.

10. Ethical Behaviour

- SWG members must uphold honesty, objectivity, and probity during discussions, including the responsible and judicious use of acquired information.
- SWG is expected to act ethically and professionally in line with each member's Code of Conduct.

- Member officers will not publicly discuss or comment on matters relevant to the activities of the SWG, unless authorised by the MRC.
- Member officers must act in a professional manner and only use the information for the purpose intended.
- Any instances of unethical behaviour may be reported by the CEO to member council CEOs.

Version	Date	Description of changes
1	08 July 2024	
2	10 July 2024	Point 2. SWG request to change wording from 'support' to 'feedback'

9.6	OFFSITE LEACHATE DISPOSAL
File No:	GF-23-0000142
Attachment(s):	Confidential Attachment to Item 9.6
Date:	21 November 2024
Responsible Officer:	Chief Executive Officer

SUMMARY

This report seeks to inform Council on the options available for the offsite disposal of landfill leachate from the Tamala Park landfill (Tamala Park).

BACKGROUND

Leachate is the term used to describe the liquids produced inside landfills. The generation of leachate is caused principally by precipitation percolating through waste deposited in a landfill. Once in contact with decomposing solid waste, the percolating water becomes contaminated.

Tamala Park has, since first opening, utilised evaporation as its single source of leachate disposal. Evaporation is the prime source of leachate management at all landfills in Western Australia (WA).

Through the works currently undertaken as part of critical infrastructure planning, MRC is investigating alternative leachate treatment opportunities to evaporation given the community's heightened engagement relating to odours which emanate from site.

At its 26 September 2024 Ordinary Council Meeting, Council resolved the following:

That the Council REQUESTS the Chief Executive Officer to prepare a report, to be bought back to the next MRC Ordinary Council meeting, on:

1. *The nearest offsite disposal points for the landfill leachate that is produced.*
2. *A cost estimate for the necessary landfill infrastructure to facilitate a truck and haul solution for the landfill leachate.*
3. *A cost estimate for a truck and haul solution to remove the landfill leachate being produced.'*

Administration has sought suitably approved disposal points for the leachate produced in Tamala Park. This report provides the findings of those investigations.

DETAIL

Tamala Park is currently investigating long-term treatment and processing options to manage the leachate generated at the site. In recent months, MRC has experienced an increase in odour complaints from the community and has been working towards a management solution in consultation with key stakeholders and governing authorities.

There are three main sources of odour generating activities at Tamala Park, which include:

- Acceptance of putrescible waste;
- Leachate generation; and
- Landfill gas generation.

Leachate is a contributing factor and MRC has in the past managed leachate via evaporation methods. This method has been employed since the facility became operational.

The current approved treatment method of evaporation is generally considered effective for the WA climate. However, decades of recirculation and evaporation of leachate has resulted in a very concentrated leachate, which can impact on possible processing solution options available to MRC. Given the community's heightened attitude to site odour, leachate evaporation was stopped on site to help minimise overall odour generation.

The following sections provide a response, where information is currently available, to the three resolutions of Council:

1. The nearest offsite disposal points for the landfill leachate that is produced.

The following 'nearest offsite disposal points' were identified as being potentially suitable for disposal of leachate:

- Red Hill Waste Management Facility;
- Opal Vale Landfill;
- North Bannister Resource Recovery Park;
- Henderson Waste Recovery Park;
- Millar Road Landfill and Recycling Facility;
- Cleanaway Kwinana – Technical and Environmental Services;
- Hazrad.

MRC contacted the above organisations and was provided with the following feedback:

Business	Facility Name	Comments
Eastern Metropolitan Regional Council	Red Hill Waste Management Facility	EMRC has confirmed that there is no capacity to accept third party leachate at its site.
Instant Waste	Opal Vale Landfill	Instant Waste has confirmed that it does not accept leachate at its site.
Veolia	North Bannister Resource Recovery Park	Veolia has confirmed that it does not have capacity to accept third party leachate at its site.
City of Cockburn	Henderson Waste Recovery Park	CoC does not have the necessary approvals in its environmental protection licence for the acceptance of liquid wastes and therefore cannot accept this product.
City of Rockingham	Millar Road Landfill and Recycling Facility	CoR does not have the necessary approvals in its environmental protection licence for the acceptance of liquid wastes and therefore cannot accept this product.
Cleanaway	Cleanaway Kwinana – Technical and Environmental Services	Cleanaway provided a solution for the receipt of a portion of the Tamala Park leachate materials. The details in the Cleanaway proposal can be found in ***Confidential Attachment to Item 9.6***.
Hazrad	Bibra Lake	Hazrad reviewed MRC's leachate analysis and determined that PFAS levels are significant and that it is not able the material at its facility.

Table 1

The details relating to Cleanaway's proposal can be found in ***Confidential Attachment to Item 9.6***. Due to the fact that the proposal contains commercially sensitive information, the attachment is not publicly available.

In an attempt to identify any other sites with the requisite environmental licence and capacity in place to receive the Tamala Park leachate, the Department of Water and Environmental Regulation (DWER), as the regulator with access to all relevant information, was asked if it was aware of any facilities that have the potential to treat the material. No positive response has been received from the request.

2. A cost estimate for the necessary landfill infrastructure to facilitate a truck and haul solution for the landfill leachate.

This outcome will require the installation of the following infrastructure:

- Sufficient bunded tanks for the collection of leachate for onward disposal sited within a concrete bund (earthworks required);
- Pumps implemented at suitable points around the landfill surface to distribute leachate from the ground into the new tanks;
- Installation of adequate pipework to facilitate the movement of leachate from the new site pumps to the new tanks;
- Installation of a telemetry monitoring system and associated power supply.

Prior to any works commencing, a full geotechnical assessment and design specification would require to be developed by an external environmental/engineering consultancy and thereafter an application for a development approval would be required to be made to the City of Wanneroo prior to a further application for a Works Approval being required to be made to DWER for the works to be undertaken on the licensed site.

Without undertaking the design specification works discussed above, a conservative estimate for costs for the infrastructure required this option would be in the region of $500,000.

It is important to note that this option is already under development by Administration as part of the Critical Infrastructure Plan (CIP) actions previously resolved by Council. A Request for Quote process is currently under way regarding the development of the specifications and approvals discussed above option; the result of this will form the basis of the CIP action completion.

3. A cost estimate for a truck and haul solution to remove the landfill leachate being produced

Cleanaway provided a transport cost option to the MRC for the removal of leachate from site for disposal at their facility. Details of this option can be found in ***Confidential Attachment to Item 9.6***.

CONSULTATION

The organisations highlighted in Table 1, above, were contacted to assess their ability to receive Tamala Park leachate.

Efforts have been made to identify other sites through communications with DWER and environmental consultants.

STATUTORY IMPLICATIONS
MRC holds licence L9395/2023/1 under Pt V of the Environmental Protection Act 1986 (EP Act).

FINANCIAL IMPLICATIONS
Details surrounding the financial implications of the potential to remove leachate from Tamala Park to an offsite facility are discussed in ***Confidential Attachment to Item 9.6***.

STRATEGIC IMPLICATIONS

1. Deliver Best Practice Services	Operate waste management services effectively
3. Deliver best practice governance processes and structures	Retain financial sustainability with a commercial focus

COMMENT
The dearth of options highlighted by the investigation into this matter is a good indicator that the solution for leachate management at Tamala Park is likely to be found on site. This view mirrors the work of the CIP which Council recently resolved upon and which determined that an on-site solution is preferred.

Further, the only option available arguably does not provide value to the MRC and its member councils, nor is it likely to provide any environmental benefit.

The Administration proposes that the removal of leachate for offsite disposal at this time is not preferred, and that the work currently under way through the actions of the CIP continue as previously resolved.

VOTING REQUIREMENT
Simple Majority

7.07 pm Cr Vernon returned to the Council Chambers.

RESPONSIBLE OFFICER:
That Council:

1. **Note the details provided in the report and *Confidential Attachment to Item 9.6*.**

Moved Cr Fishwick, Seconded Cr May

PROPOSED AMENDMENT
Moved Cr Fishwick, Seconded Cr Vernon

Add point 2 to state:

2. The CEO be requested to submit a report to the first meeting of the Council in 2025 dealing with investigating options for the disposal of leachate outside the metropolitan area that may result in a more cost-effective overall solution for managing its disposal.

Reasons:
Given that the options explored in the report were all located within the Perth metropolitan area I believe that the administration should have also considered investigating disposal options outside the metropolitan area.

While there would possibly be increased logistical costs associated with transporting leachate to a more distant facility, the disposal costs at such locations could be significantly lower than those proposed by Cleanaway. Finally, the report dealing with such an investigation be presented to the Council at its first meeting next year which I believe provides ample time for it to be prepared.

I would therefore believe that an investigation for the disposal of leachate outside the metropolitan area be undertaken which may result in a more cost-effective overall solution for managing its disposal.

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

SUBSTANTIVE MOTION, AS AMENDED

That Council:

1. **Note the details provided in the report and *Confidential Attachment to Item 9.6.***
2. **The CEO be requested to submit a report to the first meeting of the Council in 2025 dealing with investigating options for the disposal of leachate outside the metropolitan area that may result in a more cost-effective overall solution for managing its disposal.**

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 87

RESPONSIBLE OFFICER RECOMMENDATION

That the Members Information Bulletin Issue No. 87 be received.

Moved Cr Vernon, seconded Cr Ferrante
RESOLVED
That the recommendation be adopted

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Date of submission	22 October 2024
Meeting date	28 November 2024
Item title	Request for Exemption from the provision of clause 4.A1 of the MRC Constitution.
Name of Councillor	Councillor Paul Miles

Notice of motion

That Council:
1. Authorises the City of Wanneroo to be exempt from the provision of clause 4.A1 of the Constitution Agreement subject to the City of Wanneroo disposing of its waste (as defined in the Constitution Agreement) at an energy recovery (energy waste) facility.

Reasons:
This recommendation is made because of the City of Wanneroo's proactive approach to waste management. On 13 August 2024, the City formally endorsed the MRC's proposal for a WTE solution. This decision aimed to secure a WTE contract for the benefit of the community and to ensure a regional approach to the eventual closure of the Tamala Park Landfill. The City of Joondalup has yet to endorse this process, potentially hindering the City of Wanneroo's ability to access WTE services. This situation could effectively tie the City to disposing of its waste solely at the Tamala Park Landfill for the foreseeable future, limiting its options for sustainable waste management.

The urgency of this matter is underscored by the fact that both metropolitan Perth WTE facilities are nearing full operation contracts. Any remaining capacity may be allocated to other sources before the City of Wanneroo can access them, creating significant uncertainty regarding the City's future waste disposal arrangements. Early adoption of WTE by the City of Wanneroo would secure its access to this essential service.

Furthermore, granting this exemption aligns with the City's commitment to sustainable waste management practices. WTE offers environmental advantages over traditional landfill disposal, including reduced greenhouse gas emissions while limiting odor to the surrounding suburbs and decreasing reliance on landfill space. By transitioning to WTE, the City of Wanneroo can significantly reduce the volume of its waste destined for the Tamala Park Landfill. This allows for the potential repurposing of the landfill airspace for commercial use, generating economic benefits and maximizing land utilization.

In conclusion, exempting the City of Wanneroo from clause 4.A1 of the Constitution Agreement provides the City with the flexibility and certainty needed to secure a sustainable and reliable waste management solution for its residents. This exemption supports the City's proactive approach to waste management, ensures access to critical WTE infrastructure, and promotes environmental sustainability.

Officer Comment

The motion seeks to allow the City of Wanneroo the ability to independently access an alternative energy recovery option outside the regional relationship which exists within the MRC member council group should it be able to identify one and be minded to take advantage of that option. The Administration understands from the City of Wanneroo's administration that this is not the position of the City of Wanneroo at this time, which remains supportive of the MRC's efforts to provide a regional energy recovery solution. The motion discusses the position of the City of Joondalup with respect to the MRC's current energy recovery opportunity.

The City of Joondalup administration has previously stated that it is not able to take a report to its council on this matter until such times as all relevant information/documents are provided to it. This includes any finally agreed agreement documents which, as yet, have not been finalised and provided to all member councils. All other member councils have resolved to support the MRC's energy recovery proposal and have provided delegations to their respective Chief Executive Officers on any final agreement wording. Discussions with the preferred tenderer are at an advanced stage regarding the finalisation of those documents, but recent events within the project have hindered this process.

Current MRC Position
At the 26 September 2024 Ordinary Council Meeting, the following was resolved by the Mindarie Regional Council:

Authorises the following, subject to receipt of a final written agreement by all seven member councils:

1. *The MRC CEO to award the tender for the provision of Waste to Energy services (Tender Number: 13/155) to Tenderer B, subject to any minor drafting changes that may be required, after consultation with MRC's legal advisors.*
2. *The MRC CEO and Chair to sign the Waste Supply Agreement between MRC and Tenderer B, as detailed in the report, and authorises the common seal to be applied.*
3. *The MRC CEO and Chair to sign the Participants Agreement between MRC and member councils, as detailed within the report, and authorises the common seal to be applied.*
4. *The MRC CEO and Chair to sign the Financiers Side Deed between MRC and project financiers, as detailed within the report, and authorises the common seal to be applied.*

Impact on current energy recovery situation
The current contractual negotiations are predicated upon all member councils' involvement in the proposal. Should the City of Wanneroo be exempted from the provisions of the MRC's constitution, that could put at threat the currently negotiated position of the MRC until such times as a contract is signed and, if activated, would require a review of the situation by the parties (including the preferred tenderer) and a likely renegotiation of the current position between all. This situation would be likely to be challenging for a number of reasons; not least the impact on the MRC's finances, discussed below. It is arguable that all other member councils would view the MRC's energy recovery option in a more negative light than is currently the case due to cost increases.

Effect on MRC finances
Should Council resolve to provide an exemption to the City of Wanneroo as per the motion proposed, then – assuming that the City of Wanneroo took advantage of that option – this would result in a reduction of the tonnes received by the MRC. The City of Wanneroo currently accounts for around 33% of all materials received by the MRC. The removal of its waste would result in a corresponding reduction in revenue to pay for the services delivered by the MRC. Given the relatively fixed nature of the operational costs that exist when delivering landfill services, it is unlikely that any demonstrable savings could be made in operational costs. To offset that loss in revenue, there would be two main options available to the MRC to rebalance the situation; namely to increase the gate fee accordingly for all remaining tonnes received by the MRC from the six other member councils and/or to identify and attract the disposal of other wastes to offset the tonnes that would be removed.

The Administration is not in a position, at this stage, to identify what any gate fee increase would be as there are a number of financial factors which influence that calculation, but it is likely that any increase would be substantial given that the gate fees paid by the City of Wanneroo equates to approximately 50% of the gate fees currently paid by all other member councils.

Attracting alternative waste materials as a revenue stream to offset any required increase in gate fee is a possibility, however it is likely to take time to sell into what would essentially be

a new market for MRC. In the past MRC has attempted to enter this market and these attempts have provided some revenue for the organisation as an "add-on" to general revenues for the service delivered to member councils, but the mechanisms available to a local government to do so through the provisions of the Local Government Act are cumbersome when compared to the waste management market and therefore hinder effectiveness and revenue generation. As a result, the impact of the MRC's previous efforts has been limited, and a review of the business model adopted to identify alternative materials may be necessary.

Effect on Tamala Park Operations
Assuming that an energy recovery option still moved forward, the removal of the City of Wanneroo's waste from delivery to Tamala Park would extend its operational lifetime substantially unless alternative materials can be found to offset that position.

AMENDED MOTION

Cr Miles tabled an amended motion at the meeting.

Moved Cr Miles, Seconded Cr Wright

That Council:

1. Authorises the City of Wanneroo to be exempt from the provision of clause 4.A1 of the Constitution Agreement, subject to:

   a. The City of Wanneroo disposing of its waste (as defined in the Constitution Agreement) at an energy recovery (energy waste) facility, or other waste facility.
   b. The exemption becoming active on 31 July 2026.

2. That Council decides to not accept any odorous material at Tamala Park from 31 December 2026.

Reasons: Cr Miles proposes that a date be added to the motion to provide clarity to Council, and that this timeline aligns with the City of Wanneroo's plans, currently under development, for a transfer station to be developed within the City in future.

Cr Miles notes that the City's wish is to move forward with the MRC's current energy recovery proposal, as agreed by the City, other member councils and MRC.

The proposed Notice of Motion is designed to allow the City flexibility should MRC's current energy recovery proposal not result in the solution already agreed.

7.58 pm Cr May left the Council Chamber
8.03 pm Cr May returned to the Chamber

During debate, with agreement of the seconder, Cr Miles withdrew his Motion.

During debate Councillor Wright requested his question to be minuted, the Chair agreed:

Cr Wright
Question: Can the CEO please provide Council with the estimated month and year Tamala Park landfill cells would be filled if we continue business as usual on current tonnage and modelling?

Chief Executive Officer
Answer: The estimated date is 13 November 2027, subject to all the variables which I mention in the response to your question on notice later in the agenda.

12 URGENT BUSINESS

Nil

13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Date of submission	03 October 2024
Meeting date	28 November 2024
Name of Councillor	Councillor Jordan Wright

Question on Notice

1.Can the CEO please provide the estimated month and year the Tamala Park landfill will close please?
2. It is understood that the MRC is required to give a 12 months' notice to its members advising when their residue waste is not required to be deposited at the Tamala Park Landfill, which then triggers the exemption granted to all members. In the event of the City of Joondalup not supporting the MRC WtE tender, could the MRC provide that notice now which will enable the members to start putting in place their own arrangements to manage their residue waste post the non-availability of Tamala Park Landfill.

Officer Response

Q1: Can the CEO provide the estimated month and year the Tamala Park Landfill will close please?
Answer:
It is important to note that providing a date for estimated closure is a complex one given the differing variables that affect that outcome. Those variables include surveys of the active landfill area, the estimated and thereafter actual amount of materials received from member councils, the compaction rate of the materials received in landfill, the volume of daily cover materials deployed as a normal part of pest/odour management control and the approved final landfill contour profile as per the site's environmental management licence. The only

set figure from those is the final landfill profile. The other variables are either completely outside the control of the MRC to manage or dependent upon many different internal and external influences that can impact their performance. For example, the MRC's modelling assumes an agreed position on energy recovery (waste to energy) between all member councils and the MRC, the awarding of a final contract for energy recovery, a start date for the beginning of deliveries to an energy recovery contractor, start dates for each member council with respect to the provision of FOGO recycling services in their respective communities (assuming that they elect to provide that service), an estimation of each member council's "contamination rate" in their respective organics and comingled recycling services, appropriate tonnage modelling being provided by each member council into the future, etc.

Assuming energy recovery is contracted as per Council's previous resolution with a conservative start date set six months from now (28 May 2025) and taking into account reasonable estimates for all of the variables discuss previously, it is estimated that the Tamala Park landfill cells would be filled by May 2029.

The above estimate is provided based upon a survey date of 1 July 2024. A new survey is being arranged which is likely to result in changes to the dates provided given that the information relating to the development of an estimate changes as conditions within the landfill change.

Q2: It is understood that the MRC is required to give 12 months' notice to its members advising when their residue waste is not required to be deposited at the Tamala Park Landfill, which then triggers the exemption granted to all members.
In the event of the City of Joondalup not supporting the MRC WtE tender, could the MRC provide that notice now which will enable the members to start putting in place their own arrangements to manage their residue waste post the non-availability of Tamala Park Landfill.
Answer:
On 21 September 2023 Council resolved the following:

RESPONSIBLE OFFICER RECOMMENDATION:
That Council:
1. Authorise the Mindarie Regional Council's constituent municipalities, being the Cities of Joondalup, Perth, Stirling, Vincent and Wanneroo and the Towns of Cambridge and Victoria Park, to be exempt from the provision of clause 4.A1 of the Constitution Agreement subject to the MRC no longer accepting constituent municipalities' kerbside waste at the Tamala Park Waste Management Facility.
2. Note that the date at which the exemption discussed in 1, above, will be determined by the MRC at a later date.
3. Request the MRC CEO to provide 12 months' written notice to constituent municipalities of the estimated date that the Tamala Park Waste Management Facility expects to no longer accept the constituent municipalities' kerbside waste.

RESPONSIBLE OFFICE RECCOMMENDATION
Moved Cr Hatton, seconded Cr Shannon
RESOLVED
That the recommendation be adopted

(CARRIED UNANIMOUSLY 12/0)

The 12-month notice period discussed in the resolution above was based upon the Administration's confidence in providing an advanced indication of the landfill's available capacity to member councils whilst ensuring that sufficient materials would be available to finalise the timely closure of the active landfill process at Tamala Park. Given the number of independent variables that are described in the answer to Q1, the Administration is uncomfortable in providing a more advanced estimate.

8.10 pm Cr Miles left the Council Chamber
8.11 pm Cr Miles returned to the Council Chamber

Moved Cr May, Seconded Cr Hatton
Procedural motion:
In accordance with clause 10.1(h) of the Mindarie Regional Council Meeting Procedures Local Law 2020 and s5.23 of the Local Government Act 1995, I request that Council meet "behind closed doors" to allow the Council to consider items 14.1 to 14.3, and 14.6 as the items are of a confidential nature.

1. Permits the MRC Chief Executive Officer and MRC staff to remain in the meeting for items 14.1 to 14.3.
2. Permits Ms Cherico and Ms Toward to remain the meeting for item 14.6.
3. Requests people seated in the gallery to leave.

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

Meeting closed to the public at 8.13 pm and people seated in the gallery left.

14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

At the previous Ordinary Council meeting held on 26 September 2024, Council deferred items **14.3** Full Risk Register, **14.4** Draft Risk Appetite Statement and Risk Management Plan and **14.5** CEO's review of the appropriateness and effectiveness of the financial management systems and procedures

These reports are now renumbered 14.1, 14.2, and 14.3 respectively as detailed below.

8.13 pm *Cr Ferrante left the Council Chamber*
8.14 pm *Cr Ferrante retuned to the Council Chamber*

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (f) (ii) of the *Local Government Act 1995* as the report deals with matters concerning risks to the MRC	
14.1	**FULL RISK REGISTER**
File No:	**GF-20-0000408**
Attachment(s):	**Attachment 1 – Full Risk Register**
Date:	**17 September 2024**
Responsible Officer:	**Chief Executive Officer**

RESPONSIBLE OFFICER AND AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council note the full risk register as presented.

Moved Cr Vernon, seconded Cr Wright
RESOLVED
That the recommendation be adopted

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (f) (ii) of the *Local Government Act 1995* as the report deals with matters concerning risks to the MRC	
14.2	**DRAFT RISK APPETITE STATEMENT AND RISK MANAGEMENT PLAN**
File No:	**GF-22-0000456**
Attachment(s):	**Attachment 1 – Draft Risk Management Plan and Risk Appetite Statement Version 2. Attachment 2 – Draft (Appendix A) MRC Risk Assessment and Acceptance Criteria.**
Date:	**17 September 2024**
Responsible Officer:	**Chief Executive Officer**

RESPONSIBLE OFFICER AND AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council adopt:
1. Risk Management Plan and Risk Appetite Statement, and;
2. Risk Appetite Statement and Risk Assessment and Acceptance Criteria.

Moved Cr Wright, seconded Cr Miles
RESOLVED
That the recommendation be adopted

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2) (f) (ii) of the *Local Government Act 1995* as the report deals with matters concerning risks to the MRC	
14.3	**CEOs REVIEW OF THE APPROPRIATENESS AND EFFECTIVENESS OF THE FINANCIAL MANAGEMENT SYSTEMS AND PROCEDURES**
File No:	**GF-24-0000131**
Attachment(s):	**Attachment 1 – Report on the review of the appropriateness and effectiveness of the financial management systems and procedures**
Date:	**17 September 2024**
Responsible Officer:	**Chief Executive Officer**

RESPONSIBLE OFFICER AND AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council:
Endorses the CEO's Review of the appropriateness and effectiveness of the financial management systems and procedures of the Local Government dated 27 May 2024.

Moved Cr Vernon, seconded Cr Miles
RESOLVED
That the recommendation be adopted

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

14.6	CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE – CONSIDERATION OF COMMITTEE'S RECOMMENDATIONS
File No:	GF-24-0000062
Attachment(s):	Attachment 1 – MRC CEO Performance Review Report 2023/2024
Date:	20 November 2024
Responsible Officer:	Human Resources Manager

Moved Cr Gobbert, seconded Cr May

PROPOSED AMENDMENT 1
Moved Cr Vernon, seconded Cr Proud

Amend point 3 of the recommendation. Remove the words 'Confidential Attachment 1" and replace with the words "Confidential Attachment 2"

Reason:
The reason for this amendment is to alter the Committee's proposed remuneration for the CEO to be set out in Confidential Attachment 2 to this amendment.

CARRIED 9/3
For: Crs Castle, Creado, Ferrante, Hatton, Mack, Miles, Proud, Vernon and Wright
Against: Crs Gobbert, Fishwick and May

PROPOSED AMENDMENT 2
Moved Cr Fishwick, seconded Cr May

That the KPIs be amended to include the development of a winding up plan for the MRC as a regional council, which outlines the key steps for the future management and a closure of the landfill. KPI Timeline: December 2026.

8.53 pm Cr Wright left the meeting
8.53 pm Cr Wright and Mr Cairns re-entered the meeting
9.07 pm Mr Cairns left the meeting

Lost 3/9
For: Crs Gobbert, Fishwick and May
Against: Crs Castle, Creado, Ferrante, Hatton, Mack, Miles, Proud, Vernon and Wright

PROPOSED AMENDMENT 3
Moved Cr Miles, seconded Cr Vernon
Remove the word February and replace with the word June for KPI 1.
CARRIED 11/1
For: Crs Castle, Creado, Ferrante, Fishwick, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Cr Gobbert

SUBSTANTIVE MOTION, AS AMENDED

That Council:
1. Notes the appraisal of Scott Cairns, Chief Executive Officer, has been undertaken for the period 1 July 2023 to 30 June 2024.

2. Endorses the findings of the MRC CEO Performance Review Report 2023/2024 as per the Confidential Attachment 1.

3. Reviews the CEO's Total Renumeration Package for 2024/2025 and endorses the adjustment to the CEO's total reward package, subject to the changes as specified in the Confidential Attachment 2.

4. Approves the 2024/2025 CEO Key Performance Indicators as specified in the confidential Attachment 1, subject to the following change in KPI1, remove the word February and replace with the word June.

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

Moved Cr May, seconded Cr Wright
Procedural Motion
1. Reopens the meeting to members of the public at 9.27 pm

CARRIED UNANIMOUSLY 12/0
For: Crs Castle, Creado, Ferrante, Fishwick, Gobbert, Hatton, Mack, May, Miles, Proud, Vernon and Wright
Against: Nil

15 NEXT MEETING

The next Ordinary Council meeting is to be held on Thursday 12 December 2024 at the City of Perth commencing at 6.30 pm.

16 CLOSURE

The Chair closed the meeting at 9.27 pm and thanked the Town of Victoria Park for their hospitality and use of their meeting facilities.

Signed..... Chair

Dated ..... day of 2024

Statistics for Development Applications
As at the end of February 2026

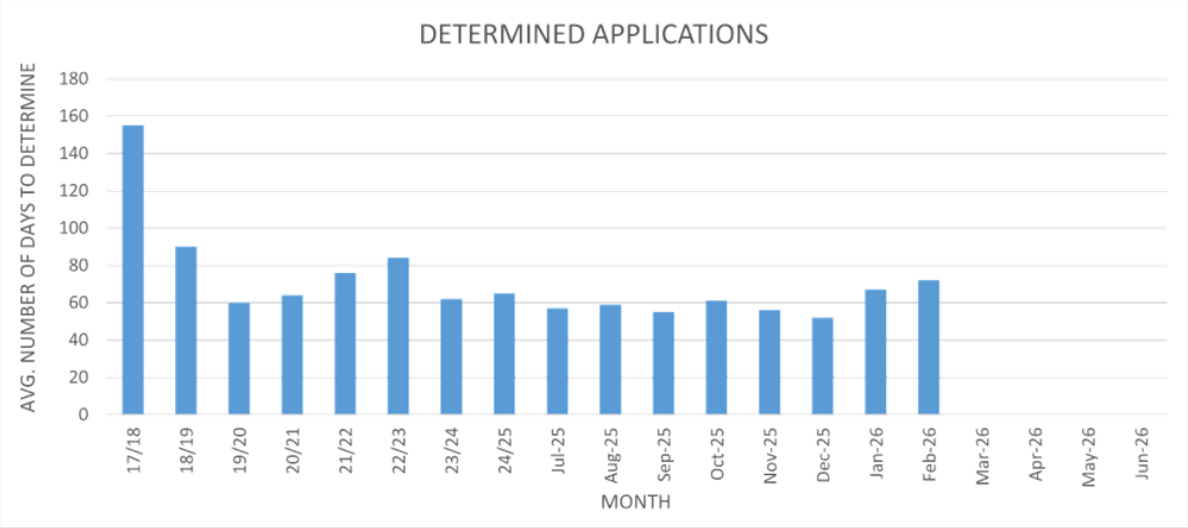
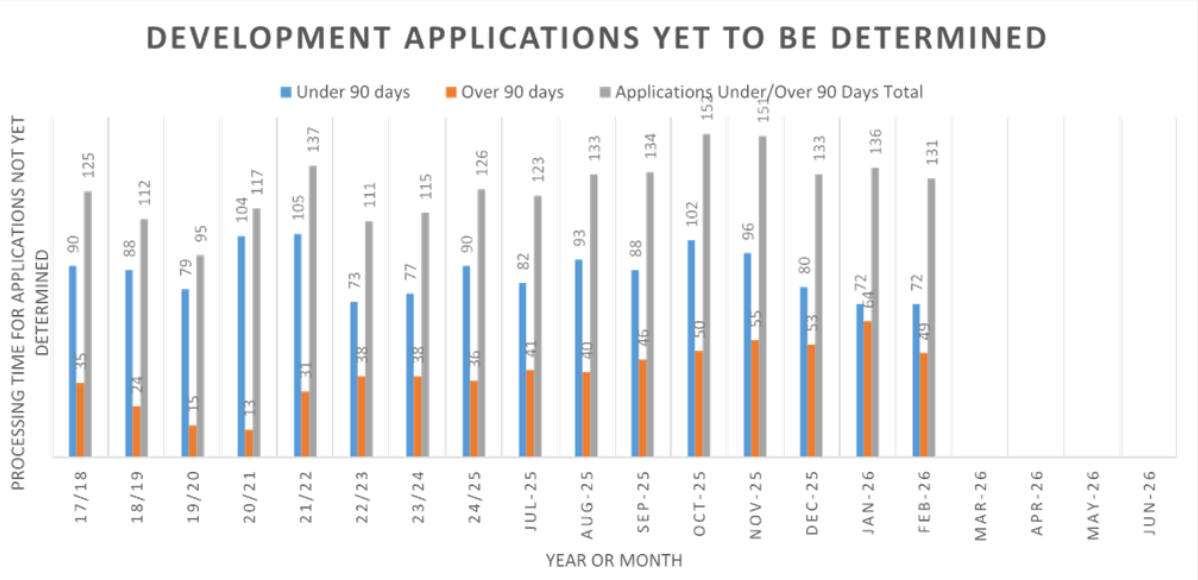


Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2017/2018 and each month since July 2025.

Processing Days	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	Jul 25	Aug 25	Sept 25	Oct 25	Nov 25	Dec 24	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26
Minimum	1	0	0	0	1	0	9	0	2	13	0	1	11	0	6	27				
Average	155	85	60	64	76	84	62	65	57	59	55	61	56	52	67	72				
Maximum	1008	787	499	268	298	280	145	137	90	114	98	114	192	141	168	263				

	20/21	21/22	22/23	23/24	24/25	Jul 25	Aug 25	Sept 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26
DA's Determined *(excludes exempt from approval or cancelled)*	403	385	281	311	337	42	26	33	32	32	37	26	25				
Value of Determined DA's *(in millions)*	217	143	417	405	416	21	12.6	10.6	11.2	7.5	13.4	12.7	32.5				



	Jul 25	Aug 25	Sept 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26
DA's lodged	39	37	34	51	30	23	32	26				
DA's to be Determined	123	133	134	152	151	133	136	131				
Value of DA's to be Determined *(in millions)*	44.8	47.7	65.2	107	110.4	110.5	119.9	109.8				

Statistics for Development Applications
As at the end of March 2026

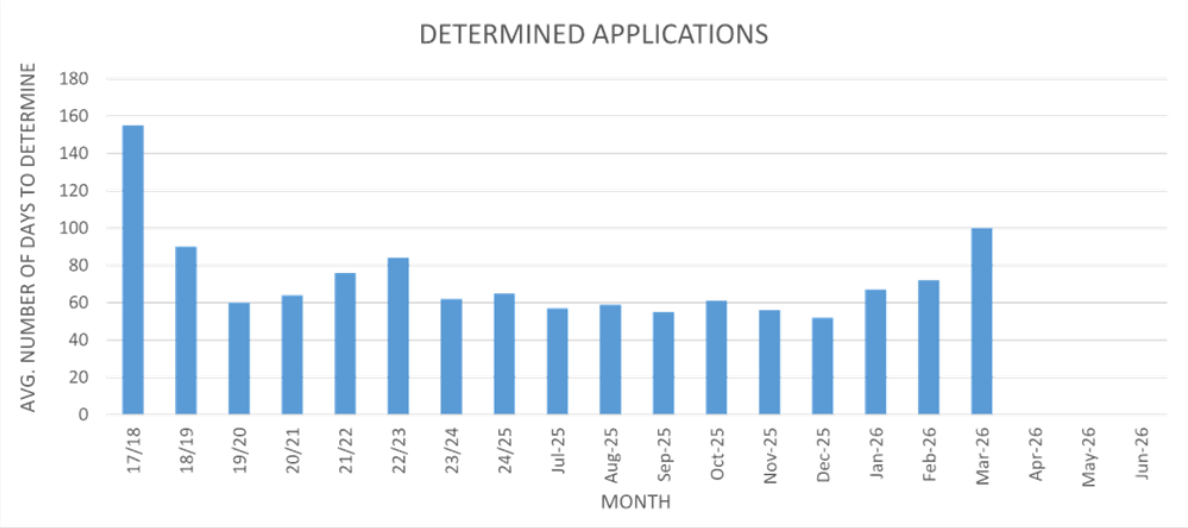
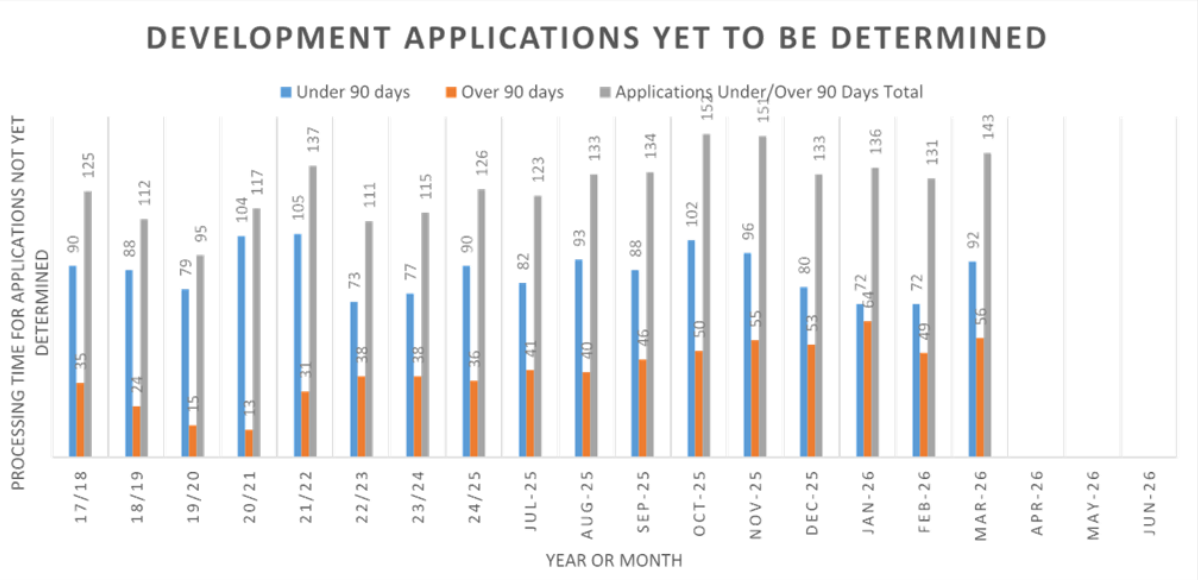


Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2017/2018 and each month since July 2025.

Processing Days	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	Jul 25	Aug 25	Sept 25	Oct 25	Nov 25	Dec 24	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26
Minimum	1	0	0	0	1	0	9	0	2	13	0	1	11	0	6	27	14			
Average	155	85	60	64	76	84	62	65	57	59	55	61	56	52	67	72	100			
Maximum	1008	787	499	268	298	280	145	137	90	114	98	114	192	141	168	263	687			

	20/21	21/22	22/23	23/24	24/25	Jul 25	Aug 25	Sept 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26
DA's Determined *(excludes exempt from approval or cancelled)*	403	385	281	311	337	42	26	33	32	32	37	26	25	29			
Value of Determined DA's *(in millions)*	217	143	417	405	416	21	12.6	10.6	11.2	7.5	13.4	12.7	32.5	19.4			



	Jul 25	Aug 25	Sept 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26
DA's lodged	39	37	34	51	30	23	32	26	41			
DA's to be Determined	123	133	134	152	151	133	136	131	143			
Value of DA's to be Determined *(in millions)*	44.8	47.7	65.2	107	110.4	110.5	119.9	109.8	120.7			

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 1 APRIL 2026

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
1.	Nos. 41-43 & 45 Angove Street, North Perth (DR 81 of 2023)	1 June 2023	Hidding Urban Planning/Lavan	Application for review of a Development Assessment Panel decision to refuse an application for a Service Station on 3 May 2023. ********** Directions hearing 16 June 2023. Mediation 4 July 2023, with Mayor Cole and interested community members in attendance to make a presentation. Second mediation 14 August 2023 vacated. Mediation 10 October 2023 also vacated. Matter listed for directions hearing on 10 November 2023 to schedule a new date for mediation. This was vacated. Matter was listed for directions on 2 February 2024 with the applicant to provide additional information by 11 January 2024. Applicant yet to provide any additional information, matter still proceeded to the directions hearing on 2 February 2024. Directions hearing vacated and the matter was listed to further mediation on 27 February 2024 which was scheduled for 6 May 2024. Following this the matter was listed for a further mediation to be held on 2 July 2024. This was vacated and rescheduled to 2 September 2024. The mediation was cancelled on 30 August 2024 and the matter was listed for a further directions hearing on 27 September 2024. Following this the matter was listed for a further directions hearing on 1 November 2024. Following this the SAT made orders for a further directions hearing on 17 January 2024, with the applicant to provide additional information by 13 December 2024. Matter scheduled for a directions hearing on 14 February 2025 with the applicant to provide additional information by 31 January 2025. This information was received by the DAP Executive Director and provided to the City on 13 March 2025 and listed for mediation on 9 April 2025. Following this mediation the matter was listed for a further mediation on 27 June 2025, with the applicant to provide additional information to the DPLH by 11 June 2025. Information was received by the DAP Executive Director and was provided to the City on 16 June 2025. Following this mediation the matter has been listed for a further mediation on 2 September 2025, with the applicant to provide additional information to the DPLH by 22 August 2025. Mediation was vacated and rescheduled to 22 October 2025, with applicant to provide additional information to the DPLH by 8 October 2025. Following this mediation the matter has been listed for a further mediation on 16 December 2025. The mediation was vacated and orders made for the matter to proceed to reconsideration. The orders require dates for the reconsideration to be provided prior to 30 January 2026. The DPLH have advised that the applicant has not provided any dates for the submission of information for the reconsideration and further orders to schedule the timing for a reconsideration have not been finalised. On 10 February 2026, DPLH advised that orders had been agreed between the parties and filed with the SAT for the reconsideration of the matter, including the following dates: • The applicant to provide the respondent with an amended application package for reconsideration on or before 8 May 2026; and • The Respondent is to reconsider their decision by 7 August 2026. Formal orders issued by the SAT confirming the above dates on 10 February 2026. *Representation by: DAP Executive Director*

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 1 APRIL 2026

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
2.	Nos. 41-43 Angove Street, North Perth (DR 138 of 2024)	11 October 2024	Lavan	Application for review of a Council decision to refuse an application for Alterations and Additions to Service Station on 20 August 2024. ********** The matter was listed for a directions hearing on 11 October 2024. On 10 October 2024 the directions hearing was vacated and rescheduled to 20 December 2024. The purpose of rescheduling the directions hearing is to allow the parties to prepare a Statement of Issues Facts and Contentions (SIFC) to define the issues under contention and inform future programming for the matter. <u>Preliminary Hearing</u> The SAT issued orders on 10 October 2024 with the following key dates prior to the directions hearing: • 22 November 2024 – Respondent's Statement of Issues, Facts and Contentions due to SAT. • 13 December 2024 – Applicant's Statement of Issues, Facts and Contentions due to SAT. On 11 December 2024 the SAT made orders to extend the time in which the Applicants SIFC is due to the SAT to 20 December 2024 and listed the matter for a Directions Hearing on 7 February 2025. The date for the Applicants SIFC was subsequently extended until 17 January 2025 and was submitted. Following this Directions Hearing the matter was listed for a preliminary hearing on 22 and 23 July 2025. The purpose of the preliminary hearing is to deal with the legal issues relating to the application being: • Issue 1: Does the subject site have the benefit of existing use rights or non-conforming use rights for use as a 'service station'? • Issue 2: If the answer to Issue 1 is yes, is clause 23 of the City of Vincent Local Planning Scheme No. 2 engaged or is clause 60 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* engaged, such that development approval is required? The outcome of this preliminary hearing would determine whether a further hearing would be needed to deal with the planning merits of Council's refusal. The preliminary hearing concluded on 22 July 2025. SAT published its decision on 24 October 2025 which determined that: • The site has existing use rights as a 'service station'. • Development approval is required for the works. The matter has been listed for a directions hearing on 14 November 2025 to programme the matter for a further hearing on the remaining issues including the inadequacy of landscaping, the built form being inconsistent with the desired streetscape of Angove Street, and amenity impacts including the health risk from emissions, traffic flow and safety, and noise.

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 1 APRIL 2026

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
				Full Hearing The 14 November 2025 directions hearing was vacated with the consent of the City and the applicant because it was agreed that the matter would progress to a full hearing on the planning merits of the proposal. Awaiting confirmation of when the full hearing would be scheduled based on the availability of the SAT member and would not be before 20 May 2026. The SAT issued orders on 13 November 2025 and 20 November 2025 setting out with the following key dates for final hearing: • 4 December 2025 – Applicant to file any amended plans identifying the works sought to be approved. • 9 March 2026 – Applicant and Respondent witness statements due to SAT. • 20 March 2026 – Expert witnesses in each field of expertise are to confer with one another and prepare a joint statement. • 27 March 2026 – Joint statements signed by each expert witness due to SAT. • 1 May 2026 – Respondents without prejudice conditions due to SAT. • 15 May 2026 – Applicant response to without prejudice conditions due to SAT. • 20 May 2026 – SAT final hearing for a duration of 7 days, commencing on-site. The orders were amended on 28 January 2026 to account for a 2 week delay in the applicant providing amended plans. The amended key dates are as follows: • 23 March 2026 – Applicant and Respondent witness statements due to SAT. • 13 April 2026 – Expert witnesses in each field of expertise are to confer with one another and prepare a joint statement. • 24 April 2026 – Joint statements signed by each expert witness due to SAT. • 4 May 2026 – Respondents without prejudice conditions due to SAT. • 11 May 2026 – Applicant response to without prejudice conditions due to SAT. • 20 May 2026 – SAT final hearing for a duration of 7 days, commencing on-site. *Representation by: Administration & McLeods*

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 1 APRIL 2026

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
3.	No. 40 Guildford Road, Mount Lawley (DR 188 of 2024)	13 December 2024	Western Australian Planning Commission	Application for review of a Council decision to issue a Heritage Conservation Notice for the property on 23 April 2024, with the notice having been issued on 15 November 2024. ********** Matter listed for a directions hearing on 7 February 2025. Following this the matter was listed for a mediation on 13 March 2025. Mediation held on 13 March 2025 with SAT issuing orders setting out: • The applicant to provide additional information to the City on or before 5 May 2025; • Pursuant to s.31(1) of the *State Administrative Tribunal Act 2004*, Council is invited to reconsider its decision on or before 24 June 2025; and • The matter is listed for a directions hearing on 4 July 2025. Additional information was received on 5 May 2025 and was presented to Council at its June 2025 meeting. At this meeting Council affirmed its decision to issue the Heritage Conservation Notice. The directions hearing on 4 July 2025 was to consider how the matter will progress however, on 3 July 2025 the directions hearing was vacated and rescheduled until 3 October 2025. On 2 October 2025 the directions hearing was vacated and rescheduled until 13 February 2026. The purpose of this is to allow for the lodgement and determination of a development application on the site before the next directions hearing, which was lodged on 10 October 2025. The 13 February 2026 directions hearing has been vacated and the matter will be relisted to a further directions hearing on 15 May 2026. This date aligned with the determination timeframe for the development application for the site, which was approved by the WAPC at its meeting on 18 March 2026. *Representation by: Administration & McLeods*
4.	No. 11 St Albans Avenue, Highgate (DR 1 of 2026)	5 January 2026	Sonja Damiani	Application for review of Council decision to refuse an application for Change of Use from Grouped Dwelling to Grouped Dwelling and Holiday House on 9 December 2025. ********** The matter was listed for a directions hearing on 20 February 2026. Following this the SAT issued orders and the matter has been listed for mediation, commencing on-site at 9:30am on 10 March 2026, with the Mayor and Councillors invited to attend. The mediation date was relisted to 30 March 2026 on agreement between the parties. The mediation date was relisted to 18 May 2026 on agreement between the parties. *Representation by: Administration*

METRO INNER DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 1 APRIL 2026

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	STATUS
1.	No. 31 Jugan Street, Mount Hawthorn	Urbanista Town Planning	Form 1 – Multiple Dwellings (15)	9 October 2025	Not yet scheduled	The application is under assessment. The applicant submitted additional information on 18 March 2026. The Responsible Authority Report is currently due on 15 April 2026.
2.	Nos. 139 and 141 Lake Street, Perth	Planning Solutions	Form 2 – Mixed Use Development	23 October 2025	Not yet scheduled	The application is on stop-the-clock as the City has requested further information. The Responsible Authority Report is currently due on 4 April 2026.
3.	No. 292 Beaufort Street, Perth	Urbis	Form 1 – Alterations and Additions to Tavern	2 December 2025	Not yet scheduled	The application is currently undergoing community consultation, closing on 23 April 2026. A Responsible Authority Report due date is currently due on 11 May 2026.
4.	No. 441 William Street, Perth	Lateral Planning	Form 1 – Mixed Use Development	10 January 2026	Not yet scheduled	The application is on stop-the-clock as the City has requested further information. The application is currently undergoing community consultation, closing on 7 April 2026. A due date for the Responsible Authority Report has not yet been set.
5.	No. 19 Lincoln Street, Perth	G Living	Form 1 – Multiple Dwellings (7)	15 January 2026	Not yet scheduled	The application is on stop-the-clock as the City has requested further information. The application is currently being advertised, which is set to conclude on 13 April 2026. A due date for the Responsible Authority Report has not yet been set.

METRO INNER DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 1 APRIL 2026

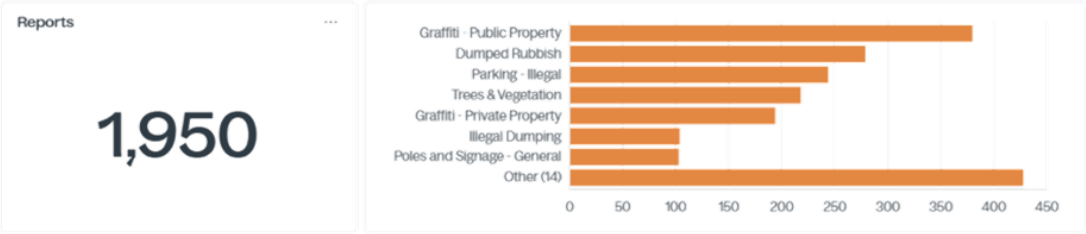
No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	STATUS
6.	Nos. 370 and 374 Oxford Street, Mount Hawthorn	Lateral Planning	Form 2 – Mixed Use Development	6 March 2026	Not yet scheduled	The application is under assessment. A due date for the Responsible Authority Report has not yet been set.
7.	No. 357 Oxford Street, Mount Hawthorn	Urbanista	Form 1 – Mixed Use Development	5 March 2026	Not yet scheduled	The application is under assessment. A Responsible Authority Report due date is currently due on 28 May 2026.

CITY OF VINCENT DESIGN REVIEW PANEL (DRP)
REGISTER OF APPLICATIONS CONSIDERED BY DESIGN REVIEW PANEL
AS AT 1 APRIL 2026

ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
No. 19 Lincoln Street, Perth	GLiving	Multiple Dwellings	11 March 2026	The proposal would benefit from referral to the Design Review Panel to consider the appropriateness of the development within its setting.
Nos. 370-374 Oxford Street, Mount Hawthorn	Lateral Planning	Mixed Use Development (Amendment to Approved)	11 March 2026	The proposal would benefit from referral to the Design Review Panel to consider the appropriateness of the development within its setting.
No. 19 Wright Street, Perth	Planning Solutions	Commercial Development (Aged Care)	11 March 2026	The proposal would benefit from referral to the Design Review Panel to consider the appropriateness of the development within its setting.
Nos. 79 & 81 Edward Street, Perth	Urbanista Town Planning	Grouped Dwelling Development	25 March 2026	The proposal would benefit from referral to the Design Review Panel to consider the appropriateness of the development within its setting.

Sanp Send Solve

Quarterly report November 2025 – February 2026

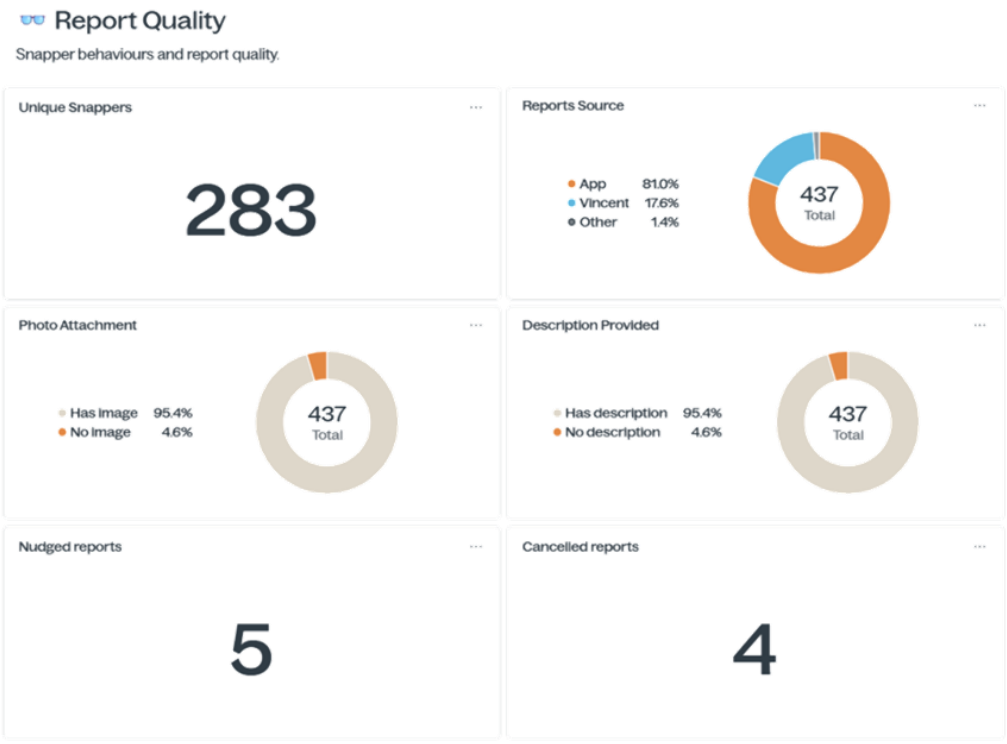


Report Insights

Break down reports by incident type and category.

Report Handling NEW

The time to action from the date of creation. Time is in days and can include weekends and public holidays.


Report Quality
Snapper behaviours and report quality.
Unique Snappers
283
Reports Source
App 81.0%
Vincent 17.6%
Other 1.4%
437
Total
Photo Attachment
Has Image 95.4%
No Image 4.6%
437
Total
Description Provided
Has description 95.4%
No description 4.6%
437
Total
Nudged reports
5
Cancelled reports
4

CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	**Register of Petitions – Progress Report – April 2026**
DIRECTORATE:	**Chief Executive Officer**

DETAILS:

Petitions received by the City of Vincent are read out at the Council Meeting and are referred to the appropriate Director for investigation and report. This normally takes 6-8 weeks and the purpose of this report is to keep the Council informed on the progress of the petitions which have been reported to the Council.

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following petitions still require action or are in the process of being actioned.

Key Index:
CEO: Chief Executive Officer
EDCBS: Executive Director Community & Business Services
EDIE: Executive Director Infrastructure & Environment
EDSD: Executive Director Strategy & Development

Date Rcd	Subject	Action Officer	Action Taken
11/3/2026	A petition with 27 signatures has been received from Vesna and Robert Trajcevski of North Perth, requesting that Council: 1. Reclassify the existing 3-hour parking bays on Raglan Road (between Leake Street and Fitzgerald Street) as Resident-Only Parking at all times. 2. Install clear signage indicating the new resident-only status and the applicable hours. 3. Issue resident parking permits to households on Raglan Road to accommodate resident visitors, carers and own trades people. 4. Empower local parking enforcement officers to issue fines or warnings to non-resident vehicles that occupy these bays during the designated hours.	EDIE	**In progress** To be received at Council Meeting 21 April 2026.
27/1/2026	A petition with 12 signatures has been received from Philip Sarich and Michaela Carr of North Perth requesting Council to take the following actions: 1. Comprehensive review of current parking management 2. Consultation with affected residents 3. Development of targeted parking and traffic management solutions 4. Commitment to maintaining residential amenity	EDIE	**In progress** Petition received. Report presented to Council Workshop on 17 March 2026. Report to be included at Council Briefing 14 April 2026.

[TRIM ID: D18/35574]

CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	**Register of Notices of Motion – Progress Report – April 2026**
DIRECTORATE:	**Chief Executive Officer**

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

Key Index:

CEO:	Office of the CEO
EDCBS:	Executive Director Community & Business Services
EDIE:	Executive Director Infrastructure & Environment
EDSD:	Executive Director Strategy & Development

Details	Action Officer	Comment
Native Bird Protection and Preparedness for an Avian Flu Outbreak That, in light of the increasing and multifaceted threats facing native birds, that Council REQUESTS: 1.the Chief Executive Officer to prepare a report to be provided to Council by July 2026 detailing: 1.1.a proposed approach for the City to prepare for a potential avian flu outbreak; and 1.2.recommendations on additional measures the City could take to better protect native birds noting indicative costs and resource requirements. 2.the report explore initiatives including: 2.1.reviewing lighting strategies to minimise disruption to nocturnal and migratory species; 2.2.reviewing street tree pruning practices to better protect birds and nests; 2.3.installing more shaded water sources and nesting boxes in public areas; 2.4.promoting bird-safe urban design; 2.5.providing subsidies for nest box installations on private property; 2.6.expanding community engagement in bird conservation; and 2.7.installing signage that discourages bird feeding in public spaces.	**EDIE**	**In progress** Report to be provided to Council July 2026

Details	Action Officer	Comment
Safe Trading Site That Council **REQUESTS** the Chief Executive Officer present a report to Council within three months with a recommended implementation model for a safe trading site in the City of Vincent for online marketplace exchanges. The report should address: - An appropriate location in a high foot traffic area, close to parking and public transport - Site infrastructure, including lighting, CCTV, seating, shade, accessibility and signage - Public communications - Resource and cost implication	**EDIE**	**In progress** Report provided to Council Workshop 31 March 2026.
Plant Based Food Systems	**EDSD** **EDIE**	**In progress** This is ongoing and Administration will implement the NOM outcomes through existing planned policies and strategies. This includes the new Climate Transition Action Plan, and review of the Public Health Plan, Waste Strategy, Events Policy and Health Foods Policy. Plant-based principles and best practice would be incorporated into future policy and strategy preparation. Administration will investigate opportunities for increased education and advocacy as part of the ongoing implementation of the Enhanced Environment Strategy.

LifeVac Devices at City of Vincent Community Facilities	**EDIE**	**Complete** A report was presented to the March 2026 Council Meeting with an update on the implementation of LifeVac® airway clearance devices across City of Vincent community facilities, incl. Installation completed Staff training &resources implemented. Further devise installations will be investigated after evaluation of current installations.
Laneway Upgrade Program	**EDSD** **EDCBS** **EDIE**	**In progress** The *Love Your Laneway* small grants program has been established and launched to support the beautification and activation of laneways across the City. Promotion is underway and applications are open.
Animal Local Law – Cat Containment	**EDIE**	**In progress** Legal advice has been provided to Council Members. Waiting on Joint standing Committee on delegated legislation review of City of Bayswater Cat Local Laws before determining approach to advocacy. Sept 25, State Govt. announced it will amend the Cat Act to enable local government to make and enforce local laws regarding cat containment.
Electric Vehicle Charging Infrastructure in the City of Vincent	**EDIE / EDSD**	**In progress** Administration is implementing the NOM outcomes. This is ongoing. Advocacy letter sent to relevant State Government Ministers on 9 January 2025 with a response being received in May 2025. Administration is currently working with the PICG and Western Power to lead a trial for charging infrastructure to be incorporated into public realm infrastructure. An MOU for the project was signed by the PICG Mayors and CEOs in December 2025. Project workshop held in March 2026.
Rodenticide Use	**EDSD**	**Complete** Administration is implementing the NOM outcomes. This is ongoing. On 16 December 2025, the Australian Pesticides and Veterinary Medicines Authority handed down their review on the proposed regulatory decisions for the reconsideration of anticoagulant rodenticides. Public consultation period open until 16 March 2026 to make a submission. Submission made 13 March 2026.
Protection and promotion of trees on private land	**EDSD**	**In progress** Administration is implementing the NOM outcomes. This is ongoing.

		Review of Trees of Significance Policy approved by Council at December 2024 meeting for the purposes of community consultation. Consultation concluded 13 February 2025. SAT decision of Town of Cambridge was finalised early August 2025 and the outcomes were discussed at the September 2025 Council Workshop. Policy options discussed at the Council Workshop in March 2026 and to be presented back to Council for determination by mid-2026.

Item No.	Council Meeting	Agenda Report Item	Resolution Action Item	Action	Council Decision	Director	Comments	Due Date
12.1	10/03/2026	Native Bird Protection and Preparedness for an Avian Flu Outbreak	That, in light of the increasing and multifaceted threats facing native birds, that Council REQUESTS: 1. the Chief Executive Officer to prepare a report to be provided to a Council Workshop by July 2026 detailing: 1.1. a proposed approach for the City to prepare for a potential avian flu outbreak; and 1.2. recommendations on additional measures the City could take to better protect native birds noting indicative costs and resource requirements. 2. the report explore initiatives including: 2.1. reviewing lighting strategies to minimise disruption to nocturnal and migratory species; 2.2. reviewing street tree pruning practices to better protect birds and nests; 2.3. installing more shaded water sources and nesting boxes in public areas; 2.4. promoting bird-safe urban design; 2.5. providing subsidies for nest box installations on private property; 2.6. expanding community engagement in bird conservation; and 2.7. installing signage that discourages bird feeding in public spaces.	Administration Action Required;#Return to Council	Carried 8/0	EDIE		July 2026 Workshop
9.5	10/02/2026	Advertising of Draft Public Health Plan 2026 - 2031	1. APPROVES the draft Public Health Plan 2026–2031, included in Attachment 1, for public consultation for a period of 21 days in accordance with the City's Community and Stakeholder Engagement Policy; and	Return to Council;#Administration Action Required	Carried 7/0	EDSD	Advertising commenced 13-2-26	
10.4	10/02/2026	Approval to Advertise Amended Policy - Verge Treatments - Standard Amendment	That Council further amend the Verge Treatment Policy at Attachment 1 by: 1. RETITLE the amended clause 2 "Mowing and Cleaning of Street Verges" to "Maintenance of Street Verges"; and 2. ADD the following new sub-clause – "2.3 Landscaping of verges and medians A verge and median of a main and distributor road within the City that is not otherwise maintained by an adjoining landowner will be landscaped and maintained by the City." ;and 3. APPROVE the amended Verge Treatment Policy at Attachment 1 for the purpose of community consultation, replacing the 'Verge Treatments, Plantings and Beautification Policy (Policy No. 2.2.4).	Administration Action Required;#Return to Council	Carried with amendment 7/0	EDIE	Advertising - 18 March - return to council June 2026	June 2026
10.5	10/02/2026	Approval to Advertise Amended Policy - Rights of Way - Standard Amendment	That Council APPROVES the draft amended Rights of Way Policy, at Attachment 1, for the purpose of community consultation, which is proposed to replace Laneways and Rights of Way Policy, (Policy No. 2.2.8)	Return to Council;#Administration Action Required	Carried en bloc	EDIE	Advertising - 18 March 2026 return to council June 2026	June 2026
10.1	9/12/2025	Loftus Recreation Centre - Review of Annual Lease Payments for FY25/26 by Belgravia Health & Leisure Group Pty Ltd	3. REQUESTS that Council be provided with an update by 30 June 2026 on the operational and financial performance of Loftus Recreation Centre (including membership, utilisation and revenue trends, operating result and any material change to the City's financial exposure) and be advised earlier should any material financial or operational risks arise prior to that date;	Return to Council;#Administration Action Required	Carried 8/1 with Amendment	EDIE		June 2026
13.1	9/12/2025	Notice of Motion - Cr Woolf - Safe Trading Site	That Council REQUESTS the Chief Executive Officer present a report to Council within three months with a recommended implementation model for a safe trading site in the City of Vincent for online marketplace exchanges. The report should address: • An appropriate location in a high foot traffic area, close to parking and public transport • Site infrastructure, including lighting, CCTV, seating, shade, accessibility and signage • Public communications • Resource and cost implication	Return to Council	Carried 9/0	EDIE		31 March 2026 - Council Workshop
9.5	12/08/2025	Advertising of Policy Nos. 7.1.1 - Built Form Policy, Local Planning Policy: Character Area Guidelines, 7.5.10 - Sustainable Design, and revocation of 7.5.5 - Domestic Satellite Dishes Microwave Antennae and Tower Masts	3. NOTES that any submissions received during the advertising period on the respective policies would be presented to Council for consideration.	Return to Council;#Administration Action Required	Carried en bloc	EDSD	Built Form Policy and Character Area Guidelines approved at December 2025 OMC and submitted to WAPC for final approval. ESD Policy to be presented to May 2026 OMC. Domestic Satellite Dishes Policy received no submissions and was revoked 12 November 2025.	
9.2	8/04/2025	Advertising of Draft Amended Local Planning Strategy	NOTES that: Any submissions received during the advertising period for the Draft Amended Local Planning Strategy would be presented to Council for consideration.	Return to Council	Carried 7/0	EDSD	To be presented to Council following advertising.	
13.1	11/02/2025	Notice of Motion - Mayor Xamon - Animal Local Law - Cat Containment	That Council REQUESTS the Chief Executive Officer to: 1. Seek further additional external legal advice on whether cat containment provisions are currently enabled within the Cat Act 2011; 2. Request that the State Government bring forward the review of the Cat Act 2011 to include provisions to enable Local Governments to enact Local Laws with cat containment provisions; 3. Present this advice to Council for consideration to go out for consultation on whether the Animal Local Law 2022 should be amended accordingly; and 4. Consider further consultation on amending the Animal Local 2022 to include provisions for cat containment, pending the additional external legal advice received.	Return to Council;#Administration Action Required	Carried unanimously 9-0	EDIE	Legal advice has been provided to Council Members. Waiting on Joint standing Committee on delegated legislation review of City of Bayswater Cat Local Laws before determining approach to advocacy.	
9.6	11/02/2025	Response to Petition - William Street Town Centre Public Artwork Commission	4. RECEIVES a project closure report following practical completion which includes: • Outline of the EOI process including conception and assessment for this project and how this can be improved for future projects. • Identify a process to obtain Engineering feedback and assess key services; and • Identify an approach for the accurate assessment of proposed projects before financial commitments are made and executed.	Return to Council;#Administration Action Required	carried with amendment 9-0	EDSD	To be commenced after completion of artwork.	TBA

Item No.	Council Meeting	Agenda Report Item	Resolution Action Item	Action	Council Decision	Director	Comments	Due Date
9.6	11/02/2025	Response to Petition - William Street Town Centre Public Artwork Commission	3. REQUESTS the Chief Executive Officer investigate alternate locations for the artwork and present a report back to Council by June 2025.	Return to Council;#Administration Action Required	carried with amendment 9-0	EDSD	Preferred site, proposed contract variation and draft engagement plan presented to February 2026 Workshop. Council to consider formally changing location of artwork at May 2026 Ordinary Council Meeting.	June 2025
12.4	11/02/2025	Responses to Motions carried at the Annual General Meeting of Electors held on 11 December 2024	Gas Appliances (Incentives) – That Council NOTES Administration is currently investigating opportunities to incentivise electrification as part of the GreenTrack program through the review of Policy No. 7.1.1 – Built Form and 7.5.10 – Sustainable Design that will be progressed in 2025, and the Climate Transition Adaption Plan that is scheduled to be developed in 2025/26.	Return to Council;#Administration Action Required	carried 9-0	EDSD	Review of Built Form Policy and amended ESD Policy approved for advertising August 2025 OMC. Built Form Policy approved at December 2025 OMC and ESD Policy to be presented to May 2026 OMC. Preparation of Climate Transition Action Plan to commence in second half of 2025 and progress through 2026.	
12.4	11/02/2025	Responses to Motions carried at the Annual General Meeting of Electors held on 11 December 2024	Motion 4.3 Gas Appliances (Residential and Businesses) – That Council NOTES: • Administration is currently investigating opportunities to promote electrification within the local planning framework through a review of Policy No. 7.1.1 – Built Form and 7.5.10 – Sustainable Design. This review would be presented to Council by mid-2025 prior to undertaking community consultation.	Return to Council;#Administration Action Required	carried 9-0	EDSD	Review of Built Form Policy and amended ESD Policy approved for advertising August 2025 OMC. Built Form Policy approved at December 2025 OMC. ESD Policy to be presented to May 2026 OMC for final approval. Preparation of Climate Transition Action Plan to commence in second half of 2025 and progress through 2026.	
12.4	11/02/2025	Responses to Motions carried at the Annual General Meeting of Electors held on 11 December 2024	1. Motion 4.2 – Scheme Amendment – That Council NOTES: • Community consultation on proposed amendments to Policy No. 7.6.3 – Trees of Significance will conclude on 13 February 2025 pursuant to its resolution from its meeting on 10 December 2024. The outcomes of community consultation would be presented to a future meeting by mid-2025; • The review of Policy No. 7.6.3 – Trees of Significance is one part of Administration's broader approach to improving tree canopy on private land. Other measures would include a further review of planning controls in the City's local planning framework, investigation of financial and non-financial incentives, community education and awareness, and advocacy to the State Government; and • If ultimately approved by Council, Administration would continue to monitor the implementation of an amended Policy No. 7.6.3 – Trees of Significance as part of this broader approach to tree protection.	Return to Council;#Administration Action Required	carried 9-0	EDSD	Review of Trees of Significance Policy approved by Council at December 2024 meeting for the purposes of community consultation. Consultation concluded 13 February 2025. SAT decision of Town of Cambridge was finalised early August 2025 and the outcomes were discussed the September 2025 Council Workshop. Policy options discussed at March 2026 Council Workshop before and to be presented to OMC mid-2026.	
13.1	19/03/2024	Notice of Motion - Mayor Alison Xamon - Protection and Promotion of Trees on Private Land	REQUESTS that the City: 2.1 Prioritises the progress of planning controls to ensure greater protection of trees and canopy provision on private land; and 2.2 Advocates to the Western Australian Planning Commission and Minister for Planning for greater protection of trees on private land.	Return to Council;#Administration Action Required	Carried 9/0	EDSD	Review of Trees of Significance Policy approved by Council at December 2024 meeting for the purposes of community consultation. Consultation concluded 13 February 2025. Policy options discussed at March 2026 Council Workshop and to be presented back to Council for determination by mid-2026. Amendments to Built Form Policy approved at December OMC and submitted to WAPC for final determination by April 2026.	
10.2	12/12/2023	Response to Petition - Ellesmere Street, North Perth Parking	RECEIVES a further report at the conclusion of the collection of traffic data and public consultation.	Return to Council	Carried 7/0	EDIE	MEng - Short-Term concepts regarding to Traffic Calming to be explored before August 2025. Longer Term traffic intervention plans to be presented to Council in February 2027	February 2027
10.1	12/12/2023	Response To Petition - Corner Scarborough Beach Road and Killarney Street - Maintenance and Infrastructure	REQUESTS administration to complete a review of the location of Scarborough Beach Road and Killarney Street for improved and additional signage and if warranted, provide a concept design on road infrastructure improvements to address road safety concerns which will be included in the wider precinct wide traffic modelling for the Mount Hawthorn area.	Return to Council	Carried 7/0	EDIE	MEng - Short-Term concepts relating to signage has been completed by Main Roads WA. Longer Term traffic intervention plans to be presented to Council in February 2027	February 2027
9.4	8/03/2022	Sale of No. 26 Brentham Street, Leederville	APPROVES the disposal of the City's Lot 37 (No. 26) Brentham Street, Leederville, pursuant to section 3.58 of the Local Government Act 1995, via public tender, subject to amendment to Local Planning Scheme No. 2 (LPS2) to reclassify a portion of Lot 37 (No. 26) Brentham Street, Leederville from Public Open Space reserve to R60: 1.1 the Request For Tender criteria would include the terms of sale, offer, any conditions, proposed settlement date, and proposed future land use; an	Return to Council	Carried with Amendments from Mayor Cole and Cr Loden – 9/0	EDSD	Rosewood offer not accepted by Council August 2025. Public tender to be prepared for sale of site, with offers to be presented to a future Council Meeting.	

COUNCIL WORKSHOP ITEMS SINCE 11 MARCH 2026

There have been two workshops since 11 March 2026, the items listed on the agenda are reflected below:

17 March 2026

1. Update on Tree Protection on Private Land
2. Update on the Mt Hawthorn Town Centre Planning Framework
3. Major Review of the Vibrant Public Spaces Policy - Proposed Major Changes
4. Update on Consultation on Perth Parking Management Plans
5. Local Area Traffic Management (LATM) and Farr Avenue Petition Review
6. Update on the Windan-Guildford Locality Plan
7. Update on Disposal of Portion of Brentham Street Reserve
8. Submission on the WALGA Climate Change Advocacy Position
9. Update on Review of Local Planning Strategy
10. Bunya Trees - Beatty Park
11. Review of Accessible City Strategy – Commencement

31 March 2026

1. Approach to Arts in Vincent and Arts Awards
2. Governance Framework Review
3. Support for Establishing an Access and Inclusion Advisory Group and developing the next Access and Inclusion Plan
4. Options for Disposal of Lease of No. 20 View Street, North Perth
5. Update of the Strategic Projects in the Corporate Business Plan 2025/26 - 2028/29
6. Bunya Pine Tree Management
7. Parking Permit Policy Review
8. Outcomes of Advertising - Draft Public Health Plan 2026-2031
9. Safe Trading Site - Implementation Model

CITY OF VINCENT

NOTES

Council Briefing

3 March 2026

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NOTES OF CITY OF VINCENT
COUNCIL BRIEFING
HELD AT THE E-MEETING AND AT THE ADMINISTRATION AND CIVIC CENTRE,
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 3 MARCH 2026 AT 6:00 PM

PRESENT:	**Mayor Alison Xamon**	**Presiding Member**
	Cr Alex Castle	**North Ward**
	Cr Con Poulios	**North Ward**
	Cr Nicole Woolf	**North Ward**
	Cr Suzanne Worner	**North Ward**
	Cr Ashley Wallace	**South Ward**
	Cr Ashlee La Fontaine	**South Ward**
	Cr Reece Wheadon	**South Ward**
IN ATTENDANCE:	**David MacLennan**	**Chief Executive Officer**
	Peter Varris	**Executive Director Infrastructure & Environment**
	Rhys Taylor	**Executive Director Community & Business Services**
	Jay Naidoo	**Executive Director Strategy & Development**
	Emma Simmons	**A/Executive Manager Corporate Strategy & Governance**
	Mitchell Hoad	**Manager Strategic Planning & Sustainability**
	Michael Hancock	**Manager Development & Design**
	Dale Morrissy	**Manager Community Facilities**
	Main Bhuiyan	**Manager Financial Services (arrived during Item 3.3 at 6.09pm)**
	Carrie Miller	**Corporate Strategy & Governance Officer**
	Alex Harris	**Governance Officer**
Public:	Approximately 4 members of the public.	

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Alison Xamon, declared the meeting open at 6.00pm and read the following Acknowledgement of Country statement:

"The City of Vincent would like to acknowledge the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past and present."

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Suzanne Worner is on an approved leave of absence from 11 February 2026 to 11 March 2026, however she attended the Council Briefing on 3 March 2026.

Cr Sophie Greer is on an approved leave of absence from 11 February 2026 to 19 May 2026.

3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

The following is a summary of questions and submissions received and responses provided at the meeting. This is not a verbatim record of comments made at the meeting.

3.1 Jeremy Milne of Mt Lawley – Item 5.2

Spoke against item 5.2. Their full statement can be heard here.

3.2 Jacquie Hall of Perth – Item 5.1

Spoke in support of item 5.1. Their full statement can be heard here.

3.3 Dudley Maier of Highgate – Item 8.1

Spoke against item 8.1. Their full statement can be heard here.

There being no further speakers, Public Question Time closed at approximately 6:10pm.

4 DECLARATIONS OF INTEREST

Nil

REPORTS

The Presiding Member, Mayor Alison Xamon, requested Council Members to indicate:

Items which Council Members wish to discuss which have not already been the subject of a public question/comment and the following was advised:

COUNCIL MEMBER	ITEMS TO BE DISCUSSED
Cr Woolf	5.4 and 6.1
Cr Worner	5.3
Cr Wallace	7.4

REPORTS WITH DISCUSSION

5.2 NO. 128A (LOT: 2; PLAN: 80812) HAROLD STREET, MOUNT LAWLEY - PROPOSED CHANGE OF USE FROM SINGLE HOUSE TO SINGLE HOUSE AND UNHOSTED SHORT TERM RENTAL ACCOMMODATION

Ward: South Ward

Attachments:

1. Consultation and Location Map
2. Development Plans
3. Management Plan
4. Code of Conduct
5. Summary of Submissions - Applicant's Response
6. Summary of Submissions - Administration's Response
7. Clause 67 Assessment

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, REFUSES the application for Change of Use from Single House to Single House and Unhosted Short Term Rental Accommodation at No. 128A (Lot: 2; Plan: 80812) Harold Street, Mount Lawley for the following reasons:

1. Pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*, the objectives of the Residential zone of the City of Vincent's Local Planning Scheme No. 2, and the objectives of the City's Local Planning Policy – Short Term Accommodation, the proposed development would be incompatible with its setting and would have adverse impacts on the amenity and character of the locality for the following reasons:

   1.1 Pursuant to 67(m) and (n) in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the site is located within a predominantly residential streetscape characterised by permanent occupation and limited ambient activity. The proposal would introduce short-stay visitor accommodation with regular guest turnover and transient occupancy patterns that are materially different from permanent residential use and are not compatible with the established character of the locality;

   1.2 Pursuant to the objectives of the Residential Zone in the City of Vincent's Local Planning Scheme No. 2, the proposed Unhosted Short Term Rental Accommodation is not compatible with, nor complimentary to, surrounding properties. The introduction of the Unhosted Short Term Rental Accommodation into the predominantly residential area would generate levels of noise and activity that are inconsistent with the established residential character, resulting in an undue impact on the amenity of neighbouring properties; and

   1.3 Pursuant to the objectives of the City's Local Planning Policy – Short Term Accommodation, the proposed Unhosted Short Term Rental Accommodation is not appropriately located or designed to mitigate potential noise impacts on surrounding residential properties. The dwelling shares a full-length two-storey boundary wall with the adjoining residence and contains an outdoor living area that directly adjoins the major openings of the neighbouring property. These close physical interfaces increase the potential for noise transmission and disturbance, and the proposal would result in undue impacts on adjoining residential amenity.

NO QUESTIONS ON NOTICE

5.1 NOS. 407-409 (LOT: 888 & PART LOT: 33; S/P: 82739 & D/P: 2334) CHARLES STREET, NORTH PERTH - PROPOSED MULTIPLE DWELLINGS - SUBMISSION ON PART 11B SIGNIFICANT DEVELOPMENT APPLICATION

Ward: North

Attachments:

1. Consultation and Location Plan
2. Recommended Conditions
3. Clause 67 Assessment
4. Development Plans
5. Design Review Comments - First Review
6. Design Review Comments - Second Review
7. Applicant Planning Report
8. Design Report
9. Landscaping Plans
10. Acoustic Report
11. Arborist Report
12. Sustainability Strategy
13. Transport Impact Statement
14. Waste Management Plan

RECOMMENDATION:

That Council:

1. MAKES a submission to the Western Australian Planning Commission regarding the development application made to the State Government under Part 11B of the *Planning and Development Act 2005*, for 52 Multiple Dwellings at Nos. 407A, B, C and D, 409 (Lots: 1-4, 888 and Part Lot: 33, S/P: 82739 and D/P: 2334) Charles Street, North Perth (application reference SDAU-049-25); and

2. ADVISES the Western Australian Planning Commission that the City of Vincent:

   2.1 SUPPORTS the development application, subject to the Western Australian Planning Commission being satisfied that the following matters are appropriately addressed prior to determination or incorporated into any approval:

      2.1.1 Western Interface

      Revised development plans are provided demonstrating a materially improved upper-level transition to the western interface, including a clearly articulated transition to the adjoining R20 residential properties through stepped height form, increased fourth floor setback or equivalent design modification that achieves an appropriate interface having regard to the lower density and built form context of the adjoining properties.

      2.1.2 Car Parking

      The proposed car parking provision is increased (resident and visitor) to 45 resident and 8 visitor car parking bays or, alternatively, the Applicant provides further evidence and parking management details demonstrating that the proposed shortfall satisfies the relevant Element Objectives of Element 3.9 – Car and Bicycle Parking of the Residential Design Codes Volume 2, including an assessment of available on-street parking capacity and proposed measures to manage resident and visitor parking demand;

      2.1.3 Social Housing Details

      Additional information is provided by the Applicant regarding the intended housing model described as 'social housing' in the Applicant's Report, including the proposed tenancy model, operational details, site management arrangements and

complaint handling procedures, to the extent that this information is relied upon to justify discretionary planning outcomes or informs operational and amenity considerations, such as parking demand and site management;

2.1.4 Tree Retention and Landscaping Justification

Additional information is provided by the Applicant regarding the proposed removal of the centrally located mature tree, including detailed Arboricultural analysis and design justification demonstrating that retention is not practicable or, alternatively, modification of the development design to facilitate its retention; and

2.1.5 Applicable Density Provisions and Planning Control Area Works

Confirmation that the associated application for works within Planning Control Area 167 is approved, enabling the Planning Control Area land to be considered as part of the development site for density assessment purposes under Clause 26(3) of Local Planning Scheme No. 2, such that the development site area exceeds 2,000 square metres and can be assessed against the R100 density provisions and

2.2 PROVIDES recommended conditions and advice notes contained in Attachment 2 should the Western Australian Planning Commission be of the view to approve the application.

CR WOOLF:
I was wondering whether Administration would consider a minor amendment just for clarity, not for substance, being that the City of Vincent supports the application subject to the WAPC being satisfied that all of the following matters are addressed.

My read is that this shouldn't change any substance because we do have “and” between that list of outstanding matters, but I thought that wording might help clarify that.

MANAGER DEVELOPMENT & DESIGN:
Yes. The amendment is administrative in nature and does not change the planning intent of the recommendation.

Administration supports clarifying the wording so it clearly communicates that the City’s support is conditional on the outstanding matters being addressed.

The recommendation has been updated to reflect this minor wording change.

CR WHEADON:
I note the report mentions the high-frequency bus transit and that there is a bus stop directly outside the site. I was wondering if you would have information on the number of buses a day, average wait times, and the number of people who transit, because obviously the community have raised concerns that people don't actually catch the bus.

So I wonder if you had the stats on how many people actually do catch the bus down Charles Street. They are actually online. It's about 16,000 people a day from when they built the bus overpass.

MANAGER DEVELOPMENT & DESIGN:
The development proposes a reduced on site resident and visitor car parking provision. The Element Objectives relating to car parking of the Residential Design Codes Volume 2 (R-Codes) require adequate on site parking or the demonstration of satisfactory alternative transport options.

The subject site, along Charles Street, has access to several bus routes, including routes 384, 386, 388, 389, 386X, 970 and 970X. During the morning peak toward Perth there is a bus every 2 – 3 minutes on average.

The subject site is also within close proximity to pedestrian and cycling infrastructure and amenities, such as the shopping precinct at the intersection of Charles Street and Scarborough Beach Road.

In addition, the applicant has provided justification that the occupants of the development will be through a social housing provider and therefore unlikely to have the same level of vehicle ownership as other tenure

arrangements.

Administration accounted for these factors in its assessment and did not consider sufficient justification had been provided to support a reduction in the provision of on site car parking.

CR CASTLE:
Can you outline what the status of this report is to the WAPC and what regard they should have to it?

MANAGER DEVELOPMENT & DESIGN:
The WAPC must provide an opportunity for the local government to make a submission on a Significant Development Application.

In determining the application, the WAPC must have due regard to the City's submission along with the broader planning framework.

This includes relevant planning instruments such as the City's Local Planning Scheme, local planning policies, and submissions received during consultation.

The Planning and Development Act 2005 also allows the WAPC to determine an application inconsistently with a local planning instrument where it considers the proposal raises issues of State or regional importance, is in the public interest, or the variation is minor and consistent with the intent of the planning framework.

While planning considerations are central to the assessment, the Act also allows the WAPC to consider any other matters it considers relevant when determining the application.

CR CASTLE:
Do the WAPC receive recommendations from anywhere else? Does DPLH prepare a report for them to assist their decision making, or anyone else?

MANAGER DEVELOPMENT & DESIGN:
Yes, for Significant Development Applications under Part 11B of the Planning and Development Act, the State Development Assessment Unit (SDAU) within the Department of Planning, Lands and Heritage coordinates the assessment on behalf of the WAPC.

Relevant agencies and authorities are invited to provide submissions, including the local government. The SDAU prepares an assessment report and recommendation for the WAPC.

The City's submission forms part of that report and is included as a non-confidential attachment for the WAPC's consideration.

CR CASTLE:
Consultation for this application is being run by the DPLH, with responses being sent directly to them. Does Council have any visibility of the responses now, or not until the report to the WAPC?

MANAGER DEVELOPMENT & DESIGN:
Consultation is managed by the SDAU on behalf of the WAPC and the City does not have visibility of submission responses until the report is made public.

The community is involved in the decision making process through formal consultation undertaken by the SDAU. Submissions are sent directly to the SDAU and are dealt with in their report. The SDAU also includes a summary of submissions as an attachment to their report.

Members of the community may also request the opportunity to make a deputation to the WAPC when the application is considered.

CR CASTLE:
A number of elements of the subject application rely on development within the PCA as part of another application. If approved, does that protect that area from future road widening, or is there a possibility that if both this application and the PCA application are approved, then in the future if road widening occurs the development within the PCA is removed?

MANAGER DEVELOPMENT & DESIGN:
Yes, it is possible that works within the Primary Control Area (PCA) could be removed in the future if road widening were required.

Approval of development within the PCA does not prevent future road widening.

Works proposed within the PCA include elements such as the vehicle crossover, eight visitor bicycle parking bays and deep soil areas.

Importantly, these elements were not relied upon to meet the development's core requirements for deep soil area or bicycle parking. This means it would not result in a reduction in the deep soil area or bicycle parking considered as part of this application. As a result, if those elements were removed in the future, it would not critically compromise the function of the development.

CR WALLACE:
A large amount of site area is dedicated to car parking. The Built Form Policy requires a higher level of canopy coverage across car parks. Can you please advise if that is applicable to this site?

MANAGER DEVELOPMENT & DESIGN:
The Built Form Policy includes a standard that open-air car parking areas be landscaped at a minimum rate of one tree per four car bays.

This provision has been approved by Council but not by the WAPC, which means it does not have the same weight as other policy standards.

The proposal includes 36 car parking bays, some of which are not open air. The landscaping plan shows 15 trees around the perimeter of the car parking area, which would meet and exceed the policy provision relating to canopy in open air car parking.

MAYOR XAMON:
We are receiving feedback from the community. I've noted that a number of members of the community think this is a sensible use of land on Charles Street, but there are also concerns from immediate neighbours on a number of issues which have been picked up in the recommendation.

My question is about the nature of the recommendation we need to put forward. Is it possible for us to take a more agnostic approach to this?

Rather than saying we support it, but want to see certain issues addressed, is it possible to simply say our feedback is that we would like to see these elements considered before the proposal moves forward?

Because it strikes me that there are a number of outstanding issues in areas that either contravene our own policies or where we have not received all the information that we would ordinarily require to make a decision.

So my question is about the process and whether it is possible for us to provide feedback that is more agnostic in relation to support or otherwise.

MANAGER DEVELOPMENT & DESIGN:
Yes, Council can determine how it wishes to frame its submission.

The State Development Assessment Unit Application Guide states that local government submissions should include the final comments from technical officers and without-prejudice conditions, and may include a recommendation on planning grounds.

This means Council is able to provide comments on the proposal without necessarily expressing a definitive position of support or not support.

In practice, the clearer Council is about its planning position, the easier it is for the SDAU and WAPC to understand what Council is asking for and how important the requested changes are.

If Council adopts an agnostic position, it can still provide a strong submission by being very explicit about the

issues Council considers critical, the changes Council is seeking, and whether those changes are required before the proposal could be supported.

However, if those matters are not expressed clearly, or if the submission does not clearly articulate Council's planning position, it may reduce the clarity and weight of the City's feedback to the WAPC. This may result in the requested changes currently captured in 2.1.1 – 2.1.5 in the officer recommendation being interpreted as having less urgency and importance in the overall assessment.

8.1 AMENDMENTS TO THE CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES AND THE CODE OF CONDUCT BEHAVIOUR COMPLAINTS MANAGEMENT POLICY

Attachments:

1. Nominated Members Code (clean)
2. Nominated Members Code (tracked)
3. Amended Delegation - 2.2.31 Appointing External Complaints Officer (clean)
4. Amended Delegation - 2.2.31 Appointing External Complaints Officer (tracked)
5. Amended Delegation - 2.1.2 Behaviour Complaints Committee (clean)
6. Amended Delegation - 2.1.2 Behaviour Complaints Committee (tracked)
7. Code of Conduct Behaviour Complaints Management Policy (clean)
8. Code of Conduct Behaviour Complaints Management Policy (tracked)
9. Behaviour Complaints Committee - Terms of Reference (clean)
10. Behaviour Complaints Committee - Terms of Reference (tracked)
11. Behaviour Complaint Form (clean)
12. Behaviour Complaint Form (tracked)

RECOMMENDATION:

That Council:

1. APPROVES by ABSOLUTE MAJORITY:

1.1 the Code of Conduct for Council Members, Committee Members and Candidates (Nominated Members Code), at Attachment 1,

1.2 updated delegation 2.2.31 – Appointing External Complaints Officer at Attachment 3,

1.3 updated delegation 2.1.2 – Behaviour Complaints Committee at Attachment 5,

2. ADOPTS the updated:

2.1 Code of Conduct Behaviour Complaints Management Policy at Attachment 7,

2.2 Terms of Reference for the Behaviour Complaints Committee at Attachment 9; and

2.3 Behaviour Complaint Form at Attachment 11

CR WALLACE:
When will the Code of Conduct next be reviewed, and will there be an opportunity to undertake a broader review outside of the current legislative amendments?

A/EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:
The amendments presented in this report are required to incorporate recent legislative changes to the Local Government (Model Code of Conduct) Regulations 2021 and must be adopted by 1 April 2026 to ensure compliance with section 5.104(2) of the Local Government Act 1995. As such, these amendments have not been advertised as they are limited to those prescribed changes.

The Model Code itself is prescribed legislation, which limits the extent to which the behavioural provisions can be amended by a local government.

The City's Code of Conduct Behaviour Complaints Management Policy was adopted in 2022 and scheduled for review in 2026 as part of the City's standard policy review cycle. Given the recent legislative reforms and the anticipated release of updated sector guidance and templates from the Department of Local Government, Industry Regulation and Safety and WALGA, this review will be deferred until that guidance becomes available to ensure the City's framework aligns with the latest sector advice.

If Council wishes to include broader principles or policy statements relating to the management of behavioural complaints, these would more appropriately be considered through the Behaviour Complaints Management Policy rather than the prescribed Model Code.

5.3 NO. 1/652 (LOT: 105; D/P: 63423) NEWCASTLE STREET, LEEDERVILLE - PROPOSED CHANGE OF USE FROM WAREHOUSE TO TAVERN AND ALTERATIONS AND ADDITIONS

Ward: South

Attachments:

1. Consultation and Location Plan
2. Development Plans
3. Acoustic Report
4. Venue Management Plan
5. Traffic Impact Statement
6. Parking Management Plan
7. Waste Management Plan
8. Clause 67 Assessment
9. Summary of Submissions - Administration's Response
10. Summary of Submissions - Applicant's Response
11. Determination Advice Notes

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for a proposed Change of Use from Warehouse to Tavern and Additions and Alterations at No. 1/652 (Lot: 105; D/P: 63423) Newcastle Street, Leederville in accordance with the plans provided in Attachment 2, subject to the following conditions with the associated determination advice notes in Attachment 11:

1. Development Approval

This approval relates to a Change of Use from Warehouse to Tavern including Additions and Alterations as shown on the approved plans dated 17 November 2025 and 20 February 2026. No other development forms part of this approval;

2. Use of Premises

2.1 This approval is for a Tavern as defined in the City of Vincent Local Planning Scheme No. 2. The use of the subject land for any other land use may require further approval from the City;

2.2 The hours of operation of the Tavern shall be limited to:

- **7:00am to 12:00am Monday to Sunday.**
- **The alfresco seating area facing Carr Place is to be closed from 10:00pm.**

2.3 The Tavern shall be limited to a maximum of 200 patrons at any one time;

3. Building Design

3.1 Prior to the issue of a building permit, a detailed schedule of external finishes (including materials, colour schemes and details) shall be submitted to and approved by the City. The development shall be finished in accordance with the approved schedule prior to the use or occupation of the development, to the satisfaction of the City;

3.2 Prior to the issue of a building permit, amended plans are to be submitted to and approved by the City, demonstrating a low-level wall and roof structure enclosing the bin store, consistent in height and design with the proposed boundary fence, to the satisfaction of the City;

3.3 All external fixtures and building plant, including air conditioning units, piping, ducting and water tanks, shall be located so as to minimise any visual and noise impact on surrounding landowners, and screened from view from the street, and surrounding properties to the satisfaction of the City; and

3.4 The roof of the proposed addition shall have a maximum solar absorptance rating of 0.4, to the satisfaction of the City;

4. Façade Design

4.1 Doors and windows and adjacent floor areas fronting Newcastle Street shall maintain an active and interactive relationship with the street, with exception of the faux window to the toilet facilities, to the satisfaction of the City;

4.2 Glazing and/or tinting shall have a minimum of 70 percent visible light transmission to provide unobscured visibility between the street and the interior of the tenancy, to the satisfaction of the City; and

4.3 Internal security and privacy treatments shall be located and installed internally behind the glazing line or recessed, and shall be transparent and visually permeable to allow views inside the building and enable internal light sources to be seen from the street, to the satisfaction of the City;

5. Landscaping

5.1 Prior to the lodgement of a building permit, a detailed landscape and reticulation plan for the development site and the adjoining road verge, shall be lodged with and approved by the City.

The plan shall be drawn to a scale of 1:100, be generally in accordance with the landscaping plans dated 20 February 2026, and shall show the following to the satisfaction of the City:

- The location and type of proposed trees and plants;
- Areas to be irrigated or reticulated;
- The provision on-site of a minimum of three trees with connection to deep soil and on-structure planting areas provided; and
- The provision of three trees to the Carr Place verge.

5.2 All works shown in the approved landscape and reticulation plan as identified in Condition 5.1 shall be undertaken in accordance with the approved plans to the City's satisfaction, prior to occupancy or use of the development and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;

6. Access and Bicycle Facilities

6.1 Prior to occupancy or use of the development, redundant or "blind" crossovers to Carr Place and Newcastle Street shall be removed and the verge and kerb made good to the satisfaction of the City, at the applicant/owner's full expense;

6.2 All pedestrian access levels shall match into existing verge and footpath levels, to the satisfaction of the City; and

6.3 Six bicycle parking spaces shall be provided on-site in accordance with Australian Standard AS2890.3 prior to the occupation or use of the development, to the satisfaction of the City;

7. Stormwater

Stormwater from all roofed and paved areas shall be collected and contained on site. Stormwater must not affect or be allowed to flow onto or into any other property or road reserve;

8. Waste Management

8.1 The Waste Management Plan dated 17 November 2025 shall be implemented at all times

to the satisfaction of the City;

8.2 Waste collection shall be limited to between 7:00am to 7:00pm Monday to Saturday; and

8.3 Waste and refuse generated on the site by the development shall be collected by a private contractor at the expense of the applicant/landowner;

9. Acoustic Report

9.1 All operational measures, recommendations and construction specifications outlined in the approved Acoustic Report (prepared by Stantec, dated 2 December 2025) shall be implemented prior to the occupation or use of the development the subject of this approval, and maintained thereafter, to the satisfaction of the City at the expense of the owners/occupiers; and

9.2 The Tavern shall operate in accordance with operational scenarios and recommendations of the approved Acoustic Report at all times, to the satisfaction of the City;

10. Venue Management

The premises shall operate in accordance with the approved Venue Management Plan dated 20 February 2026, at all times, to the satisfaction of the City;

11. Construction Management Plan

Prior to the issue of a Building Permit, a Construction Management Plan that details how the construction of the development will be managed to minimise the impact on the surrounding (including demolition and/or forward works). The Construction Management Plan is required to address the following matters that relate to any works to take place on the site:

- Public safety, amenity and site security;
- Contact details of essential site personnel;
- Construction operating hours;
- Noise control and vibration management;
- Air, sand and dust management;
- Stormwater and sediment control;
- Soil excavation method;
- Waste management and materials re-use;
- Traffic and access management;
- Parking arrangements for contractors and subcontractors;
- Consultation plan with nearby properties; and
- Compliance with AS4970-2009 relating to the protection of trees on the verge adjacent to the development site; and

12. Public Art Contribution

12.1 In accordance with City's Local Planning Policy - Percent for Art the application is required to make a public art contribution of $20,000 being one percent of the $2 million cost of development.

To comply with the Policy, the owner(s) or applicant, on behalf of the owner(s) shall submit a statutory declaration prior to the issue of a building permit stipulating the choice of:

Option 1: Owner/Applicant chooses to co-ordinate the Public Art project themselves or by engaging an art consultant

OR

Option 2: Owner/Applicant chooses to pay cash-in-lieu. Owner/Applicants who choose

Option 2 will receive a 15 percent discount on the Percent for Art contribution; and

12.2 The owner(s), or the applicant on behalf of the owner(s), shall comply with the City of Vincent Percent for Public Art Policy No. 7.5.13 in conjunction with the above chosen option:

Option 1:

Prior to the issue of a building permit for the development, obtain approval for the Public Art Project and associated Artist; and

Prior to the occupation or use of the development, install the approved public art project, and thereafter maintain the art work;

OR

Option 2:

Prior to the occupation or use of the development pay the above cash-in-lieu contribution amount.

CR WHEADON:
If we're installing those on-street car parking and delivery bays, are we able to charge cash in lieu for the construction of those two bays?

COORDINATOR DEVELOPMENT & DESIGN:
Yes, Council could impose a cash-in-lieu contribution under the City's Non-Residential Parking Policy. Administration does not support doing so in this case because that Policy should not be the primary parking framework applied to this proposal.

For development in the Leederville Town Centre, substantial weight should instead be given to the Draft Leederville Precinct Structure Plan (LPSP). The Draft LPSP is a seriously entertained planning instrument endorsed by Council and progressed through WAPC consideration, and it represents the City's current strategic planning framework for the precinct.

Consistent with the approach taken throughout the assessment of this application, the officer report applies greater weight to the Draft LPSP where it provides more specific guidance for development in the Leederville Town Centre.

Under the Draft LPSP, development within the town centre is not required to provide on-site car parking. This is because the strategy for the precinct is to rely on consolidated public parking supply and increased use of walking, cycling and public transport.

Because the Draft LPSP does not require parking to be provided on site, the proposal does not generate a parking shortfall. This means there is no planning basis to require a cash-in-lieu contribution.

While the City's broader Non-Residential Parking Policy would ordinarily prescribe a parking requirement and could give rise to a cash-in-lieu payment, the officer report concludes that greater weight should be given to the Draft LPSP as the more recent precinct-specific framework for Leederville.

On that basis, the Policy should not be relied upon to justify a cash-in-lieu contribution in this instance.

If Council were to pursue a cash-in-lieu contribution under the Policy, the City's Payment in Lieu of Parking Plan sets out how those funds can be used.

Under that Payment in Lieu of Parking Plan, the funds must be applied to public parking improvements within the area. This can include works that improve how on-street parking operates or how it is managed. Examples include line-marking bays, reconfiguring on-street parking layouts, installing or updating parking

signage, introducing parking controls, and other operational changes that improve the use and management of public parking.

5.4 OUTCOME OF ADVERTISING AND APPROVAL OF LOCAL PLANNING POLICY - CONSTRUCTION MANAGEMENT

Attachments:
1. Draft Local Planning Policy: Construction Management
2. Consultation Theme & Administration Comment
3. Schedule of Modifications

RECOMMENDATION:

That Council:

1. PROCEEDS with amendments to Local Planning Policy: Construction Management, with modifications included in Attachment 1, pursuant of Schedule 2, Clause 5(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and

2. NOTES that Administration will publish a notice in accordance with Clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

NO QUESTIONS ON NOTICE

6.1 LIFEVAC INSTALLATION AND USAGE EVALUATION

Attachments: Nil

RECOMMENDATION:

That Council:

1. **NOTES the update on the implementation of LifeVac® airway clearance devices across City of Vincent community facilities, including-**

   - **that installation has been completed at identified priority staffed locations.**
   - **that staff training and resources have been implemented and will be embedded into ongoing staff induction processes.**
   - **that further expansion of device installation will be investigated following evaluation of the current installations.**

NO QUESTIONS ON NOTICE

7.4 APPROVAL TO ADVERTISE AMENDED INVESTMENT POLICY - STANDARD AMENDMENT

Attachments: 1. Draft Investment Policy

RECOMMENDATION

That Council APPROVES the proposed amendments to the Investment Policy, at Attachment 1, for the purpose of community consultation.

NO QUESTIONS ON NOTICE

REPORTS WITHOUT DISCUSSION

7.1 FINANCIAL STATEMENTS AS AT 31 JANUARY 2026

Attachments: 1. Financial Statements as at 31 Jan 2026

RECOMMENDATION:

That Council RECEIVES the Financial Statements for the month ended 31 January 2026 as shown in Attachment 1.

NO QUESTIONS ON NOTICE

7.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 JANUARY 2026 TO 31 JANUARY 2026

Attachments:

1. January 2026- Payments by EFT and Payroll
2. January 2026 - Payments by Direct Debits
3. January 2026 - Payments by Fuel Cards

Recommendation:

That Council RECEIVES the list of accounts paid under delegated authority for the period 01 January 2026 to 31 January 2026 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll	$ 5,400,991.02
Direct debits, including credit cards	$ 167,970.76
Total payment for January 2026	$ 5,568,961.78

NO QUESTIONS ON NOTICE

7.3 INVESTMENT REPORT AS AT 31 JANUARY 2026

Attachments: 1. Investment Report as at 31 January 2026

RECOMMENDATION:

That Council NOTES the Investment Statistics for the month ended 31 January 2026 as detailed in Attachment 1.

NO QUESTIONS ON NOTICE

7.5 MID YEAR BUDGET REVIEW

Attachments:

1. Statement of Financial Activity 2025-26
2. Net Current Assets 2025-26
3. Cash Backed Reserves Budget 2025-26
4. Capital Expenditure Budget 2025-26
5. Operating Budget Analysis 2025-26

RECOMMENDATION:

That Council BY ABSOLUTE MAJORITY APPROVES the following amendments to the 2025/26 Annual Budget:

1. **A net increase in the Operating result of $2,652,008 as per Attachment 1;**
2. **A net increase in Cash Backed Reserves totalling $2,669,617 as per Attachments 3;**
3. **A net decrease in proceeds from new borrowings totalling $332,872 as per Attachments 1;**
4. **A net increase in the closing surplus of $912,935, resulting in a forecasted year end surplus at 30 June 2026 of $1,308,989 as per Attachment 1;**
5. **A net decrease in the Capital Expenditure Budget of $1,383,216 as per Attachment 4; and**
6. **Additional loan payment of $400,000 towards Beatty Park Loan 10.**

NO QUESTIONS ON NOTICE

8.2 INFORMATION BULLETIN

Attachments:

1. **Unconfirmed Minutes of the Catalina Regional Council Meeting held on 15 February 2026**
2. **Statistics for Development Services Applications as at the end of January 2026**
3. **Register of Legal Action and Prosecutions Monthly - Confidential**
4. **Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 23 February 2026**
5. **Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current**
6. **Register of Applications Referred to the Design Review Panel - Current**
7. **Register of Petitions - Progress Report March 2026**
8. **Register of Notices of Motion - Progress Report - December 2026**
9. **Register of Reports to be Actioned - Progress Report - March 2026**
10. **Council Workshop Items since 10 February 2026**
11. **Council Briefing Notes - 3 February 2026**

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated March 2026.

ADDITIONAL INFORMATION:

Statistics for Development Services Applications for the month of February have now been included.
The following Registers have been updated as follows:

State Administrative Tribunal Register

- Nos. 41-43 & 45 Angove Street – Formal orders issued by the SAT confirming dates.
- No. 11 St Albans Avenue, Highgate – The mediation scheduled for 10 March 2026 is being rescheduled.

Development Assessment Panel Register

- No. 114 Hobart Street – Application approved at the meeting held 24 February 2026.
- Nos. 139 and 141 Lake Street – Further information received, seeking stop the clock extension of time request from applicant.
- No. 292 Beaufort Street – Application accepted, RAR due 11 May 2026.
- No. 129 Loftus Street – Application has been withdrawn by the applicant and to be determined under delegation.
- No. 19 Lincoln Street – Application considered by DRP on 4 March 2026.

Design Review Panel Register

- Nos. 581 & 583 Beaufort Street and No. 2 & 4 Vincent Street – Preliminary review of concept plans.
- No. 391 Lord Street – Pre-lodgement referral to the DRP.
- No. 19 Lincoln Street – DRP referral for lodged application.

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

Nil

5 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

12 CLOSURE

There being no further business, the Presiding Member, Alison Xamon, declared the meeting closed at 6.56pm.

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

11 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED (“BEHIND CLOSED DOORS")

11.1 PROPOSED MAJOR LAND TRANSACTION

The Chief Executive Officer is of the opinion that this report is of a confidential nature as it contains information concerning the potential price of property that may be sold by the local government, including a commercial offer for property, valuations on that property, valuation of the offer and commercial assessments of property and the offer.:

Local Government Act 1995 - Section 5.23:

(4(g)) Prescribed information

LEGAL:

2.14 Confidential business

(1) All business conducted by the Council at meetings (or any part of it) which are closed to members of the public is to be treated in accordance with the *Local Government (Rules of Conduct) Regulations 2007.*

Confidential reports are provided separately to Council Members, the Chief Executive Officer and Directors.

In accordance with the legislation, confidential reports are to be kept confidential until determined by the Council to be released for public information.

At the conclusion of these matters, the Council may wish to make some details available to the public.

12 CLOSURE